

VOLUME 2 — Campus Community Policies

The policies set forth in this Volume II of The Southwestern College Policy Manual are those that pertain to members of the campus community.

2.1 Equal Opportunity and Affirmative Action

Southwestern College is committed to a policy of nondiscrimination harassment/non-harassment of any its students, employees or contractors based on an individual's race, religion, color, gender, age, national origin, ancestry, marital status, registered domestic partner status, medical condition, sexual orientation, gender identity, genetic characteristics, physical or mental disability or any other legally protected characteristic. Our workplace is not limited to the college's facilities, but may also include client and vendor facilities, as well as anywhere a business-related function is taking place. In fact, any place where employees and their supervisors are together is likely to be seen as the workplace.

Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning the Civil Rights Act of 1960, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and other related federal, state, and local legislation, executive orders, regulations, and guidelines has been delegated to the director of human resources, Southwestern College, 100 College, Winfield, KS 67156-2499, telephone (620) 229-6136.

In these policies, if ever this policy manual fails to accurately reflect the accurate and up-to-date status of statutes, case law and regulations, the college will comply with the existing laws. All policies appearing or referenced in this policy manual, including this policy, will be amended as new legislation dictates and may also be revised at the discretion of the college.

2.2 Addressing Discrimination, Harassment, and Bullying

2.2.1 Definition of Discrimination

The college strives to provide a work environment where all employees can work together comfortably and productively. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including sexual and other forms of prohibited harassment. Such prohibited harassment is unacceptable and will not be tolerated.

The College prohibits discrimination and harassment of any its employees or contractors based on an individual's race, religion, color, gender, age, national origin, ancestry, marital status, registered domestic partner status, medical condition, sexual orientation, gender identity, genetic characteristics, physical or mental disability or any other legally protected characteristic. Our workplace is not limited to the college's facilities, but may also include client and vendor facilities, as well as anywhere a business-related function is taking place. In fact, any place where employees and their supervisors are together is likely to be seen as the workplace.

Prohibited discrimination and harassment includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the college's

premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

Whether or not the person means to give offense or believed his or her comments or conduct was welcome is not significant. Rather, the college's policy is violated when other employees, whether recipients or mere observers are, in fact, offended by comments or conduct based on race, religion, color, gender, age, national origin, ancestry, marital status, registered domestic partner status, medical condition, sexual orientation, disability, gender identity or genetic characteristic.

2.2.2 Definition of Sexual Harassment

Sexual harassment is a form of prohibited harassment requiring special mention. Sexual harassment is defined as unwelcome sexual conduct of any nature that creates an offensive or hostile work environment or unwelcome sexual conduct that is made a condition of working at the college. It also may be in the form of non-sexual, offensive conduct that is directed at an employee because of his or her gender. Sexual harassment, like other forms of prohibited harassment, will not be tolerated.

Examples of prohibited sexual harassment include unwelcome sexual conduct such as:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., touching, kissing) and;
- Visual harassment (e.g., posters, cartoons or drawings of a sexual nature.)

Sexual harassment is not limited to conduct motivated by sexual attraction. It may occur between members of the opposite sex or members of the same sex, regardless of their sexual orientation. It also includes offensive non-sexual conduct directed at an employee because of his or her gender.

The legal standards and consequences of unlawful sexual harassment are still evolving. The college's policy is more all-encompassing than what the law prohibits. This is because the college's policy rests on the fundamental precept that each employee must treat all others with respect, dignity and professionalism. Deviation from that standard will not be tolerated.

2.2.3 Definition of Bullying

Bullying is generally defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is often involved. Bullying occurs in a variety of contexts, such as schools, workplaces, political or military settings, and others.

For the purpose of this policy, "bullying" means any physical act or gesture or any verbally, written or electronically communicated expression that a reasonable person should expect will have the effect of:

- Physically harming a student or damaging a student's property.
 - Placing a student in reasonable fear of physical harm or damage to his/her property; or
 - Substantially disrupting the instructional program or the orderly operations of the school;
- or

- Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

2.2.4 Complaint Procedure

Complaints that may be addressed under this policy include complaints based on the conduct of college students, faculty, administrative and staff members and other persons acting in official college capacities. Individuals who believe that they have been harassed or discriminated against should address their concerns to the appropriate administrative official at the college as set forth below.

Complainant	Appropriate Administrator/Investigator	Alternate Administrator/Investigator
Faculty, Administrator, or Staff Member	Director of Human Resources	VP for Finance, Chief Financial Officer
Student	Dean or Assistant Dean of Students	VP for Student Affairs, Dean of Students
PS Learner	Associate VP for Academic Affairs for Professional Studies/Online Learning	VP for Academic Affairs, Dean of the College

If the appropriate administrator/investigator is the subject of the harassment or discrimination allegations or otherwise suspected of having a biased perspective, the complainant should direct the complaint to the appropriate alternate administrator.

Official allegations of harassment or discrimination made by employees are to be made to the appropriate administrator in writing within 30 calendar days of the allegedly harassing or discriminatory event. Official allegations of harassment or discrimination made by students should follow the procedures set forth in Volume VII.

The complaint must include the following information: name, address, and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrences(s); evidence on which the complaint is based; and the redress sought by the complainant.

The appropriate administrator shall have 30 calendar days in which to conduct an investigation of the complaint. The appropriate administrator may act as investigator or may arrange for another individual to act as investigator in the matter. The investigator shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made in the event that harassment or discrimination is found to have occurred. The investigator's report will be provided to a college officer or supervisor with the requisite authority to impose such sanctions.

The purpose of the investigation is to establish: (1) whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; (2) the factual circumstances surrounding the claim; and (3) the appropriate sanction to be imposed on an individual found to have engaged in prohibited conduct. The investigator shall promptly provide the person against

whom the complaint is made with a copy of the formal complaint and shall notify the appropriate college officer or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have pertinent factual knowledge. At all times, the investigator shall take steps to maintain strict confidentiality. The parties and any notified college officer or supervisor shall also maintain strict confidentiality.

The scope for the disclosure of information should be limited to those who have a legitimate business need-to-know. This might include disclosing or providing access to information under, but not limited to the following circumstances: (1) Information necessary for decision-makers to make a decision; (2) Information necessary for people to conduct the investigation or to take any action as a result of the investigation; and (3) Information to be shared during the investigation in order to obtain more information.

The investigation shall afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The investigator shall be in communication with the complainant until the complaint is resolved. The complainant shall be informed of general actions taken, but shall not be informed of specific conversations held with the person against whom the complaint is made.

Sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of grade or other academic record, a change of course section, a change of reporting line for an employee, or any other appropriate sanction(s) under the circumstances. Sanctions will be imposed in accordance with the provisions set forth in section 5.7 of Volume V, Administrative and Staff Policies and section 7.7 of Volume VII, Student Policies, as applicable.

A complaint may also be brought by a person outside the college community if the alleged offense occurred with regard to application for admission as a student, to inquiry or application for employment, to bidding for contracts by individuals or company representatives, or to any other official action by a member of the college community. The appropriate administrative official to whom such a complaint should be directed will be determined by the position the individual was attempting to obtain at the college.

2.2.5 Appeals

If either party disputes the findings or is dissatisfied with the procedures or recommendations of the investigator's report, the party may appeal such findings by filing a written appeal with the president of the college within 15 calendar days of receipt of the written report. The president of the college will review the record of the matter and will reach a final determination as to any action to be taken within 10 calendar days of receipt of the appeal, unless unusual or complex circumstances exist that require additional time.

The determination of the president of the college is final and may only be addressed further by petition to the appropriate grievance committee of the party who remains dissatisfied or who continues to be accused.

2.2.6 Anti-Retaliation Statement

Retaliation of any kind against anyone filing a complaint of harassment or discrimination is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's

employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. However, a finding for the accused does not constitute a finding that the complaint was acting in bad faith.

2.2.7 Open Door Policy

The college strives for an open environment that encourages employees to participate in decisions affecting them and their daily responsibilities. We believe that open and direct communication will produce a productive workplace, enhance the quality of decisions, and ultimately improve the college community.

Employees who have job related concerns or complaints are encouraged to discuss them with their supervisor or any other member of the administration with whom they feel comfortable. The discussion should occur as soon as possible after the events causing the employee's concern. We cannot guarantee that the college will make the changes suggested or resolve all concerns in the way preferred, but voicing one's concerns will give the college the opportunity to address them and provide important feedback in our efforts to improve the college and our work environment. No employee will be disciplined or otherwise penalized for raising a good faith concern.

This open door policy is an important tool for maintaining the college's environment of mutual respect and for resolving individual or group differences informally without fear of retaliation.

2.3 Consensual Relations

When two parties have consented at the onset to a romantic or sexual involvement, such consent does not preclude a charge of sexual harassment for subsequent unwelcome conduct of a sexual nature.

The educational mission of the college is promoted by professionalism in employee-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of college employees and students which harm this atmosphere undermine professionalism and hinder fulfillment of the college's educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse or appear to abuse their power in such contexts violate their duty to the college community.

Amorous relationships between college employees and students are inappropriate. College employees exercise power over students, whether in giving them praise or criticism, evaluating them by making recommendation for their further studies or their future employment, providing grades in classes, approving the meeting of requirements to complete a degree, or conferring any other benefits on them.

Given the fundamentally asymmetrical nature of an employee-student relationship, voluntary consent by the student in an amorous relationship is suspect. In addition to the possible sexual exploitation of the student involved, other students and employees may be affected by such

unprofessional behavior. Therefore, the college may view it as unethical if an employee engages in amorous relations with any student enrolled (except enrolled spouses who are exempted from this policy) at the college.

Romantic or sexual relationships that might be appropriate in other contexts may, within the college community, create the appearance or fact of an abuse of power or of undue advantage. Members of the college community should be aware that intimate relationships that begin with goodwill can deteriorate, especially in the face of appearances of abuse of power, into bitterness and charges of sexual harassment.

2.4 Health and Safety Policies

2.4.1 Drug and Alcohol Policy

Southwestern College affirms its long-standing support of abstinence from both alcohol and illegal drugs. Southwestern supports the strict administration of regulations governing these substances and will enforce the guidelines set forth by various college programs. The program guidelines include but are not limited to: student affairs regulations, study abroad travel policy, Southwestern College travel policy, alumni relations policy, policies as set forth in the staff handbook, etc. Copies of the guidelines that govern each program are available from the business office.

The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college, even if that activity does not involve students or employees. No college funds will be expended for the purchase of alcoholic beverages or illicit drugs at any group activity taking place on or off college property (e.g. alumni event, campaign reception, etc.). See Volume III section 3.5.10 for additional information on drug and alcohol regulations for employees.

2.4.1.1 Students

Students who violate the terms of this policy may be reported to the appropriate law enforcement officials if local, state, or federal statutes are involved and will be subject to the following sanctions:

1. Placement on probationary status;
2. Temporary suspension from classes and activities;
3. Suspension for a semester from classes and activities;
4. Expulsion.

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. In addition to the above sanctions, a student may be required to meet with a campus counselor. In lieu of suspension or expulsion a student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

2.4.1.2 Employees: Drug-Free Workplace

Employees of the college are required as a condition of employment to abide by the terms of this policy. Employees are further required to notify the college in writing of any criminal drug statute conviction for a violation occurring in the work place no later than five calendar days after such conviction.

Employees who violate the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts, if applicable. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action which is provided for in college policies.

If it is agreed that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee.

2.4.1.3 Legal Sanctions

Local, state, and federal statutes prohibit furnishing alcohol to a minor, purchase or consumption of alcohol by a minor, driving while under the influence of alcohol or drugs, vehicular homicide, vehicular battery, transporting liquor in opened containers, obtaining a prescription-only drug by fraudulent means, and possession, use, sale of illegal drugs, stimulants, or anabolic steroids. Penalties range from fines through misdemeanor and felony charges.

2.4.1.4 Health Risks

The risks of using alcohol include but are not limited to impaired judgment, alcoholism, liver damage, pancreatitis, and congestive heart failure. The risks of using sedatives, hypnotics, and tranquilizers include but are not limited to nausea, vomiting, anxiety, blurred vision, respiratory depression, addiction, and death from overdose or unsupervised withdrawal. The risks of using narcotics include but are not limited to AIDS, hepatitis, and skin infections from non-sterile injections, endocarditis, addiction, and coma or sudden death from overdose. The risks of using inhalants include but are not limited to psychosis, accidental suffocation, heart failure, kidney failure, and bone marrow disorders.

2.4.1.5 Legal Penalties Relating to Drugs and Alcohol

Local, state, and federal statutes prohibit furnishing alcohol to anyone under the age of 21, purchase or consumption of alcohol by a minor, driving while under the influence of alcohol or drugs, vehicular homicide, vehicular battery, transporting liquor in opened containers, obtaining a prescription-only drug by fraudulent means, and possession, use, sale of illegal drugs, stimulants, or anabolic steroids. Penalties range from fines through misdemeanor and felony charges.

2.4.1.6 Help and Information

The college will provide information and educational programs that attempt to keep the campus community informed about the consequences of using and misusing intoxicating alcohol and illegal drugs. Help is available for those persons who seek it. Employees and students are encouraged to initiate contact with their supervisor, counselor, a faculty member, or administrator who will work with them confidentially or refer them to an off-campus source of help.

2.4.2 Tobacco Policy

Use of any tobacco product (including chewing tobacco or snuff) is not allowed in any building on campus, including residence halls.

2.4.3 Serious Disease Policy and Procedure

Employees or students with infectious, long-term, life-threatening, or other serious diseases may continue their work at the college as long as they are physically and mentally able to perform the duties of their job or meet their academic responsibilities without undue risk to their own health or the health of other employees or students.

Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). The college will support, where feasible and practical, educational programs to enhance employee and student awareness and understanding of serious diseases.

The mere diagnosis of HIV, AIDS, or AIDS virus antibodies, or any other serious communicable disease is not, in itself, sufficient basis for imposing limitations, exclusions or dismissal. Harassment of individuals with or suspected of being infected with any disease is not acceptable behavior at the college and will be strictly censored. The diagnosis of the condition, as any other medical information, is confidential.

In working with employees or students diagnosed with HIV, AIDS or any other serious communicable disease, the college will proceed on a case-by-case basis, with the advice of medical professionals these factors will be considered:

1. The condition of the person involved and the person's ability to perform job duties or academic responsibilities;
2. The probability of infection of co-worker's or other members of the college community based on the expected interaction of the person in the college setting;
3. The possible consequences to co-workers and other members of the college community, if infected;
4. Possible reasonable accommodations and modifications to the individual's job or other obligations to take account of the condition;
5. Risk to the person's health from remaining on the job or in the college community; and
6. Other appropriate factors.

Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation.

Disclosure will take place only if deemed medically advisable and legally permissible. The appropriate health department will be informed of all cases of diseases required to be reported under state or federal law.

2.4.4 Reporting Accidents

All accidents to employees, students, and visitors on the campus should be reported in writing immediately to the business office. Failure to report an accident may result in the loss of insurance benefits.

2.4.5 Policy and Procedures Regarding Hazardous Waste and Exposure to Blood Borne Pathogens

2.4.5.1 Hazardous Waste Policy

The college subscribes without exception to the laws of Kansas and the United States with respect to the purchase, storage, handling and disposal of all hazardous materials. Staff and faculty who knowingly violate these laws and statutory requirements are advised that they are not only endangering themselves and the college community, but are subject to personal liability. In the event a question arises regarding the purchase, storage, handling or disposal of these materials, staff are encouraged to contact the director of safety and security for assistance.

All hazardous materials are to be stored and handled in accordance with manufacturer's specifications. Where necessary, fume hoods, safety gear and other precautions must be employed.

The disposal of all hazardous materials must also be handled in a responsible manner. The college maintains a contract with a licensed disposal firm for the removal and destruction of hazardous materials from college property.

Any employee who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by the college, shall be deemed to have acted outside the scope of authority. Violation of such laws may result in discipline leading up to and including dismissal. See 2.17 Appendix: Additional Hazardous Guidelines.

2.4.5.2 Infection Risk Exposure Control Plan

In accordance with the Occupational Safety and Health Administration's (OSHA) federal standard for blood borne pathogens, those employees identified at high risk for the transmission of infectious disease include:

Athletic Department:	Coaches, Athletic Trainers
Safety and Security:	Director of Safety and Security
Plant Operations:	Plant operations staff
Residence Life:	Residence Hall Staff
Division of Natural Science:	Students and Staff involved in Blood Drives and Flu Shots

These employees must comply with all segments of this policy. Failure to do so may result in discipline leading up to and including dismissal.

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. Treat all blood and body fluid as if they were infected with HIV, HBV (Hepatitis B Virus) and other blood borne pathogens.

Labeling: Warning labels shall be attached to containers of regulated waste; refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials.

Labels and signs are florescent orange-red with lettering or symbol in a contrasting color.

Labels required by this section shall include the biohazard legend. Red bags or containers may be substituted for labels where appropriate. Red bags or labeled waste must be disposed of in accordance with applicable regulations.

Hazard Control: All identified employees must take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments after use in procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items must be placed in puncture resistant containers for disposal. The puncture resistant containers should be located as close as practical to the use area. Observe containers regularly and replace when full.

Eating and drinking is not allowed in areas where there is a reasonable likelihood of occupational exposure to blood or body fluids. Each director or chair should designate work areas and eating areas.

Personal Protective Equipment: The employer shall clean, launder and dispose of equipment at no cost to the employee.

Disposable Gloves (single use): Replace when torn, punctured or contaminated. Replace when their ability to function as a barrier is compromised. Do not wash or decontaminate for reuse.

Masks, Eye Protection and Face Shields: Wear combination of masks with eye protection devices whenever splashes, spray, splatters or droplets of blood or other potentially infectious materials may be generated.

Gowns, Aprons, Protective Body Clothing: Wear in occupational exposure situations. The type and characteristic depends upon the task and degree of exposure anticipated.

Cleaning Schedule: All equipment and environmental and working surfaces shall be cleaned and decontaminated aft contact with blood or other potentially infectious materials.

Contaminated work surfaces shall be immediately decontaminated with an appropriate disinfectant after completion of procedures, or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious material and at the end of the work shift if the surface may have been contaminated since the last cleaning.

All bins, pails, cans and similar receptacles intended for reuse, which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated immediately or as soon as feasible upon visible contamination.

Broken glassware which may be contaminated shall not be picked up directly with the hand. It shall be cleaned up using mechanical means, such as brush and dustpan, tongs or forceps.

2.4.5.3 Post Exposure Procedures

Immediate response procedures for exposure to blood or bodily fluids are set forth at the end of this volume as Appendix 2.17 and 2.18.

The college must establish and maintain confidential, accurate records for each employee with occupational exposure.

If an employee of the college reports an exposure incident (specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that resulted from the performance of job duties), the following are to be provided free

of charge: a confidential post-exposure medical evaluation, medical follow-up, including post exposure prophylax, and counseling.

The college must provide for the collection of the blood to establish HBV and HIV serological status from the exposed employee and, if applicable, the source individual. (The employee may not grant the collection of blood for the HIV testing if so desired. This also applies to the source.)

Documentation of the exposure incident and medical records must be developed.

2.4.5.3.1 Investigation of the Exposure Incident

All exposure incidents must be reported by the employee immediately to the vice president for student affairs, dean of students.

All exposure incidents will be reported to the supervisor by the investigator at the time of notification.

Information that must be obtained:

1. Type of exposure (blood, mucus, body fluids, vomit);
2. Location of the incident;
3. Time and date of incident exposure;
4. The person that the employee was exposed to;
5. Safety equipment employee was wearing at the time of the exposure;
6. Other person(s) who may have been exposed and/or who may have been providing treatment;
7. Date and time reported;
8. Name of person who documented the report of exposure; and
9. Proper disposition of contaminated equipment (laundry or disposal as appropriate).

A copy of the medical evaluation or the exposure results will be sent to the exposed employee by the business office within 15 days after the completion of the evaluation.

2.4.5.3.2 Medical Records Maintenance

Medical records will be established for each identified employee and the office of the director of human resources shall maintain these records for at least the duration of employment plus 30 years. These records must include the following information:

1. Employee's name and social security number;
2. Record of hepatitis B vaccination status, including dates of vaccination or proof declination; and
3. A copy of all results of medical exams, testing, etc. done in connection with post-exposure follow-up.

The medical record is strictly confidential and cannot be disclosed or reported without the express written consent of the employee.

2.4.5.3.3 Medical Record Keeping

Medical records shall be kept in the office of human resources and shall include the following:

1. Employee's name;
2. Job classification;
3. Documentation of employee training; and

4. Hepatitis B immunization status.

Medical records should include the following when occupational exposure has occurred:

1. Time and place of exposure;
2. Circumstances surrounding exposure;
3. Medical evaluation and recommendation;
4. Follow-up documentation that employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
5. These records shall be kept the duration of employment plus 30 years; and
6. All findings shall be confidential and findings unrelated to occupational exposure shall not be included in the medical evaluation report.

2.4.5.3.4 Training Records Maintenance

Training records shall be maintained in the office of human resources for three years from the date on which the training occurred and contain the following information:

1. Dates of training sessions;
2. A summary outline of the contents of the session;
3. The names and qualifications of persons conducting the sessions; and
4. The names and job titles of all persons attending.

2.4.6 Hepatitis B Vaccine (HBV)

Hepatitis B Vaccine (HBV) vaccinations will be offered on a voluntary basis to all identified employees. These vaccinations will be offered free of charge by the college. Individuals particularly at risk will be actively urged to seek vaccination (see 2.19 Appendix: Hepatitis B Vaccine).

Education will be provided to inform identified employees about the Hepatitis B Vaccine and how it can protect their health.

Each employee will be required to sign an informed consent prior to receiving the vaccination. Identified individuals who refuse the vaccine will be required to sign the declination set forth at the end of Appendix 2.18.

The employee will receive schedule for follow-up injections at one month and six months. A reminder will be sent before each scheduled injection. It is each individual's responsibility to report for the injection.

Additional information regarding the Hepatitis B vaccine is set forth as 2.19 Appendix.

2.4.7 Worker's Right to Know

The Employee Right to Know Act of 1983 defines handling procedures for working with and handling hazardous and toxic chemicals. A copy of this act in its entirety may be obtained from the human resources office. The following summarizes the provisions of the act:

1. Provides for occupational safety and health;
2. Defines hazardous substance;
3. Defines harmful physical agent;
4. Requires employers using hazardous substances and harmful physical agents to provide employees with certain training information;

5. Requires that hazardous substances and harmful physical agents must be labeled under certain circumstances;
6. Creates a right to refuse work under conditions violating any applicable state occupational safety and health act;
7. Creates a right to refuse to work with a hazardous substance or harmful physical agent under certain conditions; and
8. Provides penalties.

2.4.8 Protection of Human and Animal Subjects of Research Investigations

The college is responsible for safeguarding the rights and welfare of human subjects in any research, development, and related activity; and for assuring the proper care of laboratory animals used in research. In determining policy in these matters, the college is guided by (a) the “Principles for Use of Human Subjects in Research” and “Principles for Use of Animals in Research” approved by the American Psychological Association, and (b) the Code of Federal Regulations (45 CFR 46). It is essential that researchers and chairs of academic units be fully familiar with these materials. See section 1.7.3.5 of Volume I of the policy manual for the human and animal subjects research committee and policies.

2.4.9 Inclement Weather and Emergency Guidelines

2.4.9.1 Inclement Weather

The decision to cancel main campus classes and restrict activities during inclement weather will be made by the president and/or a designee.

If main campus classes are cancelled, essential personnel, as designated by the president and/or the supervisor, may be expected to report to work during inclement weather. Employees must verify their schedule with their supervisor.

Essential Professional Studies personnel will be determined by the president and/or a designee for Professional Studies office closure in consultation with the staff.

The vice president for marketing and communications will inform students and staff members of the closing through appropriate media.

Closing During Work Hours - If the college is closed during the normal workday, employees will be paid for the full duration of their normally scheduled hours if they leave at the time of the closing. If an employee decides to leave work because of concerns over commuting in inclement weather prior to an actual closing time, employees are required to use their own paid time for leave prior to the closing. Likewise, if an employee arrives late at work due to concerns over commuting in inclement weather after the college has resumed activity, the employee’s own paid time will be charged for the time while the college is actually open. Time during the actual closing will be charged as administrative leave. Please mark "snow time" and the number of hours on your time card. Time worked after the closing time does not qualify for overtime pay. If employees are not working on the day of a closing during work hours, the day's time must be charged as one would have charged it prior to the closing of the college; no inadvertent benefit is intended.

Full Day Closings - Employees who are scheduled to work, but do not work due to full day snow closings by the college will be paid for their normal scheduled hours, straight time only.

Employees who charged their time otherwise will be charged the time as previously requested (e.g. vacation or sick time), not snow time.

2.4.9.2 Fire Prevention and Training

The importance of fire prevention in all divisions cannot be overemphasized. Carelessness and thoughtlessness are the two main reasons for fire disasters. The following should be avoided:

1. Cigarettes, cigars or pipe ashes in wastepaper baskets;
2. Flammable liquids left uncovered after use;
3. Accumulation of paper, oily rags, etc., in storage or other areas;
4. Defective wiring or electrical devices;
5. Smoking in non-smoking areas;
6. Open fire doors.

2.4.9.3 Emergency

Persons who are made aware of a real or threatened emergency, please follow these procedures:

1. Real Emergency (fire, explosion, accident, etc.)
 - Take steps to protect self and others in the vicinity.
 - As promptly as possible, sound the alarm verbally and/or by pulling the building fire alarm system.
 - As promptly as possible, notify the office of safety and security, 9-229-0012 (on campus phone), 620-229-0012 (off campus phone).
 - Continue to see that persons are evacuated from the danger.
 - If there is an accident and there is no danger in the area, do not move the victim.
2. Threatened Emergency (bomb threat, etc.)
 - Attempt to determine the source of the threat (usually a phone call)
 - when the bomb will go off
 - where the bomb is located
 - why the bomb was placed
 - who the caller is or who the caller represents
 - as much other information as possible
 - Note the time at which the call began to the nearest minute, as accurately as possible
 - Do not hang up the telephone since if the circuit is left open, the call can be traced more easily.
 - Using another telephone, notify the office of safety and security of the threat, reporting as much information as one was able to obtain from the caller. If, for some reason, the office of safety and security cannot be reached, report the threat to the college operator (dial “0”).
 - Remain in place until told to evacuate. Use this time to check the area for unusual objects. Lock valuable work papers. Do not pull the fire alarm or sound a verbal alarm.

2.4.9.4 Tornado Shelters

Locations have been designated as shelters for the various areas on campus. Please consult the college web page for a list of continual updated tornado shelters in your work area.

2.4.9.5 Active Shooter Committee

This committee meets regularly to review and update policies and procedures to ensure campus preparedness.

2.4.9.6 Emergency Public Relations Statement

Public statements regarding an emergency situation or condition at the college or with college personnel will be released only through the president, the vice president for marketing and communications or their designees. No other persons may make a public statement regarding emergency conditions.

No other person or representative of the college (except the president) may make a public statement regarding emergency conditions.

2.4.9.7 Crisis Care Plan

When an unexpected trauma occurs and it becomes apparent to the administration that it has affected or will affect the campus, a crisis care plan goes into effect.

1. The crisis care plan is administered by the dean of students, the assistant dean of students, the campus minister, and the director of communications.

The dean of students is responsible for overall administration and coordination of all crisis functions and is the principal contact between the college and off-campus persons such as emergency personnel, victims' families, mortuary personnel, and employers. The dean of students also assists the families with logistical details such as refunds, degrees conferred posthumously, and memorials.

The dean of students is responsible for coordinating on-campus notification of faculty, students, and staff. Although this duty might be shared with many different persons, it is the dean of student's role to facilitate the process.

The campus minister is the first resource in grief counseling. This might include, but is not limited to, meetings with roommates and friends, meetings in residence halls, and organization of memorial services.

The director of communications is responsible for all media contact and serves as a clearinghouse and buffer between press personnel and faculty, students, and staff. Sensitivity to the grief process should be paramount. This person is responsible for all mass communications (such as e-mail notifications) both on-campus and off-campus. Notification of the crisis should be done as quickly as facts are known.

2. The four persons listed above have authority to delegate any tasks related to carrying out their responsibilities.
3. In any crisis, the college's first concern should be for the comfort and care of survivors, with the family being of utmost importance. Because grief can be intensely private, contact between the college and persons who are not part of the crisis care team should be at the initiation of the family.

Cancellation of classes is discouraged unless requested by the vice president for academic affairs, dean of the college. Closing offices or canceling any college function requires the knowledge and approval of the president.

2.5 Campus Security

Information regarding crime awareness and campus safety is provided in Volume VII of this policy manual.

2.6 Purchasing and Related Matters

2.6.1 Making Purchases

All purchases are made through the business office. Faculty and staff members submit requisitions for materials or services through their supervisor. The supervisor authorizes the request and forwards it to the business office where a purchase order is prepared and mailed to the vendor. If an order must be placed by telephone or picked up personally, the staff member must first present a properly signed requisition form to the business office and receive a purchase order number.

2.6.2 Check Requests

Check requests are made through the business office. See the business office for information and deadlines for a request to be processed.

2.6.3 Account Identification

Because account numbers are subject to change, each requisition or check request must indicate by name and number the account to be charged.

2.6.4 Signatures

All requisitions require the signature of the appropriate budget supervisor. This signature indicates that the requisition is in line with the budget as approved. The budget supervisor may designate another person to approve purchases; such approval must be in writing and clearly designate areas of authority.

2.6.5 Invoices

All invoices must be forwarded to the business office for payment. When an order is placed by phone, the supplier must be instructed to mail the invoice to the business office.

2.6.6 Items on Approval, Items Returned

The business office must be informed of any items ordered on approval. Similarly, the business office should be informed if items are being returned. A copy of any correspondence relating to these matters must be forwarded to the business office.

2.6.7 Unsatisfactory Merchandise Received

If damaged, inferior, or substituted merchandise is received, the business office should be notified. Such merchandise will be returned for credit if possible. Written permission from the supplier must be obtained before merchandise can be returned.

2.6.8 Charge Accounts

The college permits no charge accounts against the college without authorization by the vice president for finance, chief financial officer. No student organization may charge any purchase in the name of Southwestern College.

2.7 Facilities and Related Matters

2.7.1 Use of College Buildings and Properties

Campus buildings are open by 7:00 each morning. If use of a building is desired earlier than that hour, arrangements must be made through the office of student affairs. Those who have keys to certain buildings may have access to those buildings at any time, but are held responsible for keeping the buildings locked while they occupy them and upon leaving.

The buildings may not be used for personal business purposes. Any use by or for the benefit of outside organizations or groups must be arranged through the director of camps and conferences.

2.7.2 Keys to Campus Facilities

All keys are issued through the office of human resources.

2.7.3 Space Assignments

The coordination of office and space assignments is administered and coordinated by the associate vice president for business. All instructional space needs are assigned in coordination with the associate vice president for business services and the associate vice president of academic administration operations. Instructional needs normally take precedence over all other needs.

2.7.4 Office Assignments

All offices are assigned by the associate vice president for business services. No structural or office changes will be made without the written approval of the associate vice president for business services.

2.7.5 White Physical Education Building

The primary purpose of this building is to serve the recreational and fitness needs of the college's students and employees.

2.7.6 Swimming Pool

The swimming pool is also available – under terms of an agreement between the college, USD 465 of Winfield, and the Winfield Recreation Commission – for use by Winfield community patrons. Swimming pool rules and hours will be posted at the entrance to the pool. All posted rules are the policy of the college. The pool may be closed during any scheduled activity or athletic event on campus.

The pool is available to faculty and staff members for open swimming at scheduled hours.

2.7.7 Maintenance and Plant Operations

Plant operations is located in the basement of the library. Requests for maintenance may be telephoned (ext. 321) or emailed (fixit@sckans.edu) to the administrative assistant for plant operations. The maintenance staff and the jobs they perform are controlled by a work order

production system based on priority. Accordingly the time of these employees is controlled by this system and they are not allowed to do other than the work assigned by their foreman.

2.8 College Vehicles

A “College Vehicle” is a vehicle that is owned or leased by the college that is available for use for college business, events or activities on an as-needed-basis. Use of college vehicles is scheduled through the office of admission, office of institutional advancement, athletic department or through Professional Studies. All drivers of college vehicles must follow all relevant driving/driver polices.

2.8.1 College Driver Policy

A “College Driver” is defined as any individual who will drive for SC in any capacity, including (but not limited to):

1. Driving any vehicle owned or leased by SC, for any purpose
2. Driving any vehicle rented for college business, events or activities

All College Drivers must meet the requirements of and be approved as an “Eligible College Driver”:

1. Provide a photocopy of a valid driver’s license to the business office prior to driving a college vehicle
2. Possess and submit proof annually of a valid driver’s license from the state in which license was granted (any changes to the status of the driver’s license must be reported to the business office within 72 hours).
3. Sign a release in order for the college to obtain a current Driver’s History Report.
3. Be at least 25 years of age*.

*Individuals who are age 21-24 may be granted driver eligibility from the vice president for finance and chief financial officer with written request from an authorized college administrator.

2.8.2 Usage of Passenger Vans

It is recognized that a passenger van (hereinafter “van” or “vans”) will often be the most effective means of transportation for certain activities and events involving college employees and/or students. This policy statement is intended to implement uniform standards of usage in an effort to maximize the safety of those utilizing the van.

1. All van usage must be in compliance with applicable municipal, state, and federal requirements.
2. No driver should operate a van more than ten hours in any twenty-four-hour period. The van driver must take a mandatory thirty-minute rest break every four hours.
3. The van driver will be personally responsible for any and all traffic or parking citations, tickets or fines received while operating a van.
4. The van driver must report any accidents or damage to the vehicle within 24 hours of the occurrence to the associate vice president for business services. The van driver must also call the police and make a report.
5. SC is not responsible for any of the van driver’s personal property at any time.

6. Operating any vehicle while impaired is strictly prohibited. The van driver shall not drive if under the influence of drugs or alcohol, and shall not operate any vehicle if he or she is taking any form of medication which might impair the driver's ability to operate the vehicle.
7. All occupants of the van must use a seat belt at all times of operation.
8. No van will be used to transport or carry more than twelve passengers (including the driver) at any one time.
9. No van may be used to tow a trailer.
10. No luggage may be stored on top of a van.
11. When using vans leased/rented by the college, all leasing/rental company policies must be followed.
12. This policy is applicable to the usage of all vans, whether owned or leased/rented by the college.

Passenger van training is coordinated by the business office.

2.8.3 Use of Personal Cars

When no college vehicle is available, personnel may use personal cars and be reimbursed at the current mileage rate schedule. See current mileage reimbursement rate schedule to determine when a mileage rate will be allowed. If the estimated mileage rate exceeds the estimated rental rate, a rental vehicle should be used. Insurance coverage is the responsibility of the employee, who is solely liable for any claims which might be incurred. If the employee transports students or other employees in a personal car, proof of insurance coverage must be filed with the business office.

2.8.4 Use of Student Cars

If it is necessary to use a student-owned car for a college-sponsored trip, when a rental vehicle is not available, the student must be approved in writing by the activity sponsor and provide the business office with a certificate of insurance and a photocopy of a valid driver's license, prior to leaving. Reimbursement to the approved student is made at the current mileage rate. Reimbursement for mileage is not provided to students who are not officially approved or for students traveling as individuals or in student-organized car pools to conferences, class, or to off-campus sites and responsibilities related to course work, e.g. practice teaching, practicums or internships, and clinical settings.

2.8.5 Charges and Reimbursement:

Whether driving a college vehicle or a personal car, transportation expenses are calculated from the mileage card turned in by the driver following a trip. For rental cars, the daily rate will be charged, plus an insurance fee, plus the cost of gasoline. These expenses are charged to the department or division sponsoring the trip. Prior to incurring such expenses, the individual must make certain that approved funds are available for travel. The current rates for mileage are set by the vice president for finance and chief financial officer. The college business office reserves the right to decide who is eligible for reimbursement.

2.8.6 Personal Use of College Vehicles

No personal use of college vehicles is permitted unless specifically authorized as part of an employee's contract.

2.9 Publications

2.9.1 Catalog and Student Handbook

Members of the campus community should read and become familiar with the contents of this policy manual, as well as the college catalog and student handbook. Familiarity with all matters relevant to the campus community member in these publications, whether specifically mentioned in this policy manual or not, is a part of the responsibility of each individual.

2.9.2 College Catalogs

College catalogs are available online at <http://www.sckans.edu/student-services/registrar-office/course-catalogs/>

2.9.3 News Bureau

News releases concerning faculty, staff, and students are sent to newspapers, radio stations, television stations, and other media by the vice president for marketing and communications.

2.10 Services

2.10.1 Financial Aid

The financial aid office is committed to the effective delivery of financial aid to qualified students to enable them to achieve their educational goals. The financial aid office is located on the main floor of Christy Hall. Additional information regarding financial aid is provided in Volume VII of this policy manual.

2.10.2 Moundbuilder Market

The Moundbuilder Market provides college-branded items. The Market is located in the lower level of the Roy L. Smith Student Center.

2.10.3 College Dining Hall

Members of the campus community are welcome to take meals in the college dining hall. Guests are welcome and may purchase meals without reservations. Single meal rates are available. The dining hall and snack bar are located on the upper level of the student center. Hours are posted.

Faculty and staff may put flex dollars in an account and use their ID card for meal charges. Off-campus students may purchase a meal contract at the business office or have flex dollars put on their account.

Appropriate attire, including shoes or sandals and shirts must be worn in the dining hall at all times due to health requirements.

2.10.4 Copying Services

Members of the campus community are to pay the actual cost of copying their professional papers. A special account should be set up with the business office, which will furnish current information concerning costs.

The college maintains photocopying equipment for duplicating tests and other educational materials. Costs are charged to the person, department, or division requiring the work.

2.10.5 Mail

Incoming mail is delivered once each day to the mailroom in the student center. It is sorted and placed in the college mailboxes. The communications clerk will supply combinations for individual boxes. If special deliveries are received, attempts will be made to contact the addressees. Postage-due mail will not be accepted; CODs will be accepted only upon advance authorization by the addressees. Packages are delivered to maintenance/plant operations and will be delivered to offices.

Outgoing mail is to be delivered to the business office. It is to be identified by program, department, or office. Personal mail may be left for delivery to the post office.

2.10.6 Telephone Service

For local calls dial “9” and then the number. Long distance calls must be dialed from campus phones by entering a special access code to identify the department to be charged. For more information on how to use the phone system, contact the department of information technology.

2.10.7 Calendar Procedure

The college maintains a calendar on which all college events, whether on or off campus, must be scheduled. The director of camps and conferences is responsible for its maintenance.

The calendar is maintained on the college’s intranet, MySC and is viewable by all on campus. Calendar managers—are authorized to enter events.

To schedule an event, the person proposing the event must secure the approval of the director of camps and conferences,. Proposals for routine events in the upcoming year may be channeled through the director of campus and conferences.

Summer conferences and activities, including dates and location, must be approved on or before January 1 of the year in which the event is scheduled. Events scheduled during the school year should be approved on or before May 15 of the previous year to allow for the publication of a full year’s calendar in advance. The director of campus and conferences must approve in writing any events proposed after May 15 or after the school year is underway. Ultimately, proposals for events must be submitted in writing to the director of camps and conferences, specifying date, time, place, equipment, and accompanying arrangements. No financial arrangements of any kind are to be made with any outside agency or individual until the event is approved.

If conflicts arise, the director of camps and conferences will consult with the requesting parties in an attempt to reach a satisfactory conclusion to the conflict. In the event of a schedule or space conflict which the director cannot resolve, the director of campus and conferences shall present the issue to the president’s administrative council for a final decision. Failure to seek approval of a major event (defined as an event requiring something larger than a classroom and involving one of the major facilities identified above) will normally result in the cancellation of that event, regardless of the effort that may have gone into planning the event. Contact the director of camps and conferences for the process for approving an event on campus.

2.11 Computing Policies

2.11.1 Policy Statement

Southwestern College expects all members of its community to use electronic communications in a responsible manner. The college may restrict the use of its computers and network systems for electronic communications, in response to complaints presenting evidence of violations of this policy or state or federal laws. Specifically, the college reserves the right to limit access to its networks through college-owned or other computers, and to remove or limit access to material posted on college-owned computers.

Southwestern College cherishes the diversity of values and perspectives endemic in an academic institution and is respectful of freedom of expression. Therefore, it does not condone censorship, nor does it endorse the inspection of files other than on an exceptional basis. As a result, Southwestern College cannot protect individuals against the existence or receipt of material that may be offensive to them.

2.11.1.1 Purpose of the Policy

Southwestern College seeks to enforce its policies regarding harassment and the safety of individuals; to protect the college against seriously damaging or legal consequences; to prevent the posting of proprietary software or the posting of electronic copies of literary works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data, either at Southwestern or elsewhere, and to ensure that use of electronic communications complies with the provisions of other policies and codes for maintaining public order or the educational environment.

2.11.1.2 Individuals Covered by this Policy

This policy applies to Southwestern College students, staff, administrators, and faculty, as well as others who have been approved for access to Southwestern's network.

2.11.1.3 Overview of the Policy

Policy Definitions

These definitions apply to these terms as they are used in this policy.

1. **Education Records.** Records specifically related to a student and maintained by an educational institution or a party acting on its behalf. These records are protected by the Family Educational Rights and Privacy Act of 1974.
2. **Electronic Communications.** The use of computers and network systems in the communicating or posting of information or material by way of electronic mail, bulletin boards, or other such electronic tools.
3. **Network Systems.** Includes voice, video and data networks, switches, routers and storage devices.
4. **System or Network Administrator.** A college employee responsible for managing the operation or operating system environments of computers or network systems, respectively.
5. **College Computers and Network Systems.** Computers, networks, servers, and other similar devices that are administered by the college and for which the college is responsible.

6. **Southwestern College Community.** Southwestern College students, staff, administrators, and faculty, as well as others who have been approved for access to Southwestern's network.

7. **IT.** Information Technology.

2.11.1.4 Introduction to the Policy

Computers and network systems offer powerful tools for communication among members of the Southwestern College community and of communities outside of the college. When used appropriately, these tools can enhance dialog and communications. Unlawful or inappropriate use of these tools, however, can infringe on the rights of others. The college expects all members of its community to use electronic communications in a responsible manner.

The use of computers or network systems in no way exempts any member of the Southwestern College community from the normal requirements of ethical or legal behavior in the Southwestern community. In particular, data, software, and computer capacity have value and must be treated accordingly. Use of a computer and network system that is shared by many users imposes certain additional obligations.

Legitimate use of a computer or network system does not extend to whatever an individual is capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what an individual can do or can see. In any event, each member of the community is responsible for his/her actions whether or not rules are built in, and whether or not they can be circumvented.

2.11.1.5 Policy Specifics

Southwestern College reserves the right to limit access to its networks when applicable college policies or codes, contractual obligations, or state or federal laws are violated, but does not monitor or generally restrict the content of material transported across those networks.

Southwestern College reserves the right to remove or limit access to material posted on college-owned computers when applicable college policies or codes, contractual obligations, or state or federal laws are violated, but does not monitor the content of material posted on college-owned computers.

Southwestern College does not monitor or generally restrict material residing on college computers housed within a private domain or on non-college computers, whether or not such computers are attached to campus networks.

2.11.2 Principles of Behavior

Members of the college community are expected to follow certain principles of behavior in making use of computers and network systems, in particular, to respect, and to observe policies and procedures governing:

- a. the privacy of or other restrictions placed upon data or information stored in or transmitted across computers and network systems, even when that data or information is not securely protected;
- b. an owner's interest in proprietary software or other assets pertaining to computers or network systems, even when such software or assets are not securely protected;
- c. the finite capacity of computers or network systems by limiting use of computers and network systems so as not to interfere unreasonably with the activity of other users.

Members of the college community also are expected to follow all other policies, rules, or procedures established to manage computers or network systems, including those established to control access to, or the use of, computer data, files, or other information.

Those who cannot accept these standards of behavior will be denied use of Southwestern College computers or network systems. Violators may also be subject to penalties under college regulations and under state and federal laws.

2.11.3 Appropriate Use of Electronic Communications Services

The college recognizes the complexity of deciding what constitutes appropriate use of electronic communications services. What is appropriate or inoffensive to some members of the community may be inappropriate or offensive to others.

Caution: Having open access to network-based services implies some risk. In a community of diverse cultures, values, and sensitivities, the college cannot protect individuals against the existence or receipt of material that may be offensive to them.

Southwestern College does not condone censorship, nor does it endorse the inspection of electronic files other than on an exceptional basis (i.e., if required to ensure the integrity, security, or effective operation of college systems).

Nevertheless, the college reserves the right to place restrictions on the use of its computers and network systems in response to complaints presenting evidence of violations of this policy or other college policies or codes, or state or federal laws. Once evidence is established, the college authorities responsible for overseeing these policies and codes will be consulted on the appropriateness of specific restrictions, which could include the removal of material posted on a computer and/or limiting access to the college's networks.

Caution: In exceptional cases, IT personnel may detect evidence of a violation while performing his or her duties operating or maintaining a system. In such instances, the individual should contact the director of administrative computing for further guidance.

Caution: This policy does not abrogate local policies governing the operation and maintenance of college systems provided they do not conflict with the precepts of college policy. Departments and administrative units may wish to develop ancillary procedures that support organizational requirements. Specifically, procedural guidelines with regard to security, privacy, and other areas of critical importance to the administration of these systems are not addressed as part of this policy, nor are violations of principles of network etiquette.

2.11.4 Policy Violations

This section presents a list of the kinds of violations covered by this policy. For reporting procedures see the section on reporting procedures.

2.11.4.1 Violations Targeted at a Specific Individual(s)

1. Sending repeated and unwanted (harassing) communication by electronic mail or other electronic communications. (See section 2.11.6 on harassment for additional information.)
2. Sending repeated and unwanted (harassing) communication by electronic mail or other electronic communications that is sexual in nature. (See section 2.11.6 on harassment for additional information.)

3. Sending repeated and unwanted (harassing) communication by electronic mail or other electronic communications that is motivated by race, ethnicity, religion, gender, or sexual orientation. (See section 2.11.6 on harassment for additional information.)
4. Posting or otherwise disseminating personal or sensitive information about an individual(s).

2.11.4.2 Violations Causing Harm to the Activities of Others

1. Propagating electronic chain mail. (See section 2.11.12 on sending chain e-mail for additional information.)
2. Interfering with freedom of expression of others by "jamming" or "bombing" electronic mailboxes. (See sections 2.11.9 on e-mail bombing and interfering with the activities of others for additional information.)
3. Forging, fraudulently altering, or willfully falsifying electronic mail headers, electronic directory information, or other electronic information generated as, maintained as, or otherwise identified as college records in support of electronic communications. (See section 2.11.9 on forgery for additional information.)
4. Using electronic communications to forge an academic document. (See section 2.11.9 on forgery for additional information.)
5. Using electronic communications to hoard, damage, or otherwise interfere with academic resources accessible electronically.
6. Using electronic communications to steal another individual's works, or otherwise misrepresent one's own work.
7. Using electronic communications to work together on examinations, papers or any other academic work unless permission to do so has been granted by the instructor.
8. Using electronic communications to fabricate research data.

2.11.4.3 Violations Involving Illegal, Proprietary, or Damaging Material

1. Electronically distributing or posting copyrighted material in violation of license restrictions or other contractual agreements. (See sections 2.11.1 and 2.11.8 for copyright rules, copyright infringement.)
2. Launching a computer worm, computer virus or other rogue program.
3. Downloading or posting illegal, proprietary or damaging material to a college computer. (See sections 2.11.1 and 2.11.8 on copyright rules, copyright infringement, and software piracy for additional information.)
4. Transporting illegal, proprietary or damaging material across Southwestern's networks. (See sections 2.11.1 and 2.11.8 on copyright rules, copyright infringement, and software piracy for additional information.)

D. Violations Targeted at Classes of Individuals

Posting hate speech regarding a group's race, ethnicity, religion, gender, or sexual orientation. (See section 2.11.7 on hate speech for additional information.)

2.11.5 Adult Material

Adult Pornography. Pornography is a generic term for erotic material of all types. In general, pornography receives full First Amendment protection, but there are several important exceptions. For example, see the sections on child pornography, distribution or pornography to minors, and obscenity. Possession of adult material is not a violation of Southwestern College policy or code unless the material is illegal. Any activity that is illegal is a violation of Southwestern College policy. Offenders may be investigated and/or prosecuted by the appropriate local, state or federal authorities. Southwestern College does not monitor or censor discussion groups, newsgroups, electronic mail or any other electronic communications.

Southwestern does not censor or filter adult materials.

Child Pornography. Child pornography, material that depicts minors in a sexually explicit way, is illegal. Under the federal child pornography statute 18 USC section 2252, anyone under the age of 18 is a minor. States also have child pornography statutes and the age of minority varies by state. Knowingly uploading or downloading child pornography is a federal offense. It is also illegal to advertise or seek the sale, exchange, reproduction or distribution of child pornography. Lewd exhibition of genitals can constitute sexual conduct and therefore, any graphic files containing images of naked children could violate the federal child pornography statute.

Distribution of Pornography to Minors. Possession of non-obscene adult pornography is legal, but it is illegal to distribute to minors.

Obscenity. Obscenity, by definition, is a type of pornography that is not protected by the First Amendment. Virtually every state and municipality has a statute prohibiting the sale and distribution of obscenity, and the federal government prohibits its interstate transportation. The Supreme Court in *Miller v. California*, 413 U.S. 15, (1973), narrowed the permissible scope of obscenity statutes and applied this three part test to determine constitutionality: (a) whether the average person applying contemporary community standard would find the work, taken as a whole, appeals to the prurient interest; (b) whether the work depicts or describes in a patently offensive way sexual conduct specifically defined in applicable state law; and (c) whether the work taken as a whole lacks serious literary, artistic, political, or scientific value.

The contemporary community standard is historically the standard of the community in which the material exists. Many on-line activists argue that the contemporary community standard in cases that arise on-line ought to be determined by the on-line community. However, a federal prosecution of a California couple that offered a members-only bulletin board service, concentrating on pornography, resulted in a conviction of the California couple under the federal obscenity statute and Tennessee community standards. In that case a postal worker in Memphis downloaded some material from this California bulletin board service. See *United States v. Thomas*, 1996 U.S. App. LEXIS 1069 (6th Cir. Jan. 29, 1996).

2.11.6 Harassment

Harassment, is any verbal or physical conduct, on or off campus, which has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance or which creates an intimidating, hostile, or offensive educational or work environment.

Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group. With reference to

sexual harassment, the definition also includes unwelcome sexual advances and requests for sexual favors, which might be perceived as explicitly or implicitly affecting educational, or employment decisions concerning an individual.

Sending unwanted and/or offensive e-mail or messages may constitute harassment and is in violation of the intended use of the system. In general, communication targeted at a specific individual with the intent to harass or threaten is a violation of Southwestern College policy.

2.11.7 Hate Speech

Uncivil, antagonistic or derogatory speech that is disrespectful of classes of people is commonly referred to as hate speech. Although hate speech may be extremely offensive (particularly to members of the targeted group), posting hate speech does not generally constitute a violation of this policy. This is because, especially as an educational institution, Southwestern is committed to the protection of freedom of expression. In exceptional cases, however, the college may decide that hate speech directed to classes of individuals presents such a hostile environment that certain restrictive actions are warranted. Certain types of postings or communications may constitute harassment, which is a violation of this policy, and in some cases, state or federal laws. Contact the director of administrative computing for additional information or assistance.

2.11.8 Copyright Rules

It is the policy of Southwestern College that faculty, administration, staff, and students shall rigorously respect the licensing agreement under which computer software is purchased and used. Except that such action is specifically allowed in writing by the license agreement or authorized written exception thereto, it shall be against this policy to:

- a. Make copies of copyrighted computer software.
- b. Make copies of copyrighted manuals.
- c. Load software onto computers other than the computer for which the license is granted.
- d. Remove any copyrighted material from its proper custodian or custodial area.
- e. Lend any copyrighted material to another person without the permission of the proper custodian.
- f. Prepare derivative works based upon the copyrighted material. This includes alternate hardware versions.
- g. No college device shall be used to copy material in violation of any license agreement, even if that copyrighted material is owned by another.

See section 2.12.6 on copyright infringement for additional information.

2.11.9 Specific Examples of Violations of Southwestern College Policy

This section describes what activities constitute violations of this policy.

Examples (not a comprehensive list) of policy violations include:

Commercial use of college resources. Non-sanctioned commercial use of college computers and network systems is considered a violation of policy. Using e-mail to solicit sales or conduct business, setting up a web page to advertise or sell a service, or posting an advertisement to a news group all constitute commercial use. Use of a personal computer, on the college's network (either from a dorm room, office or via dial-in access from home), is a violation of the policy.

Computer theft (including theft of computer services, intellectual property such as copyrighted material, and any other property)

Computer trespass (unauthorized use of computers to delete or alter data or interfere with others' usage)

E-mail bombing. Flooding someone with numerous or large e-mail messages in an attempt to disrupt them or their site is known as "e-mail bombing".

Foreign Wireless Access Points. Using non-college-owned/installed devices to access the computer network via a wireless link.

Forgery. Altering electronic communications to hide your identity with the intent to defraud or to impersonate another person is considered forgery. All e-mail, news posts, chat sessions, discussion groups, or any other form of communication should contain your name and/or username. Southwestern recognizes that there are situations where maintaining ones' anonymity may be advisable and even required for safety reasons. However, forgery includes using another person's identity. Forgeries intended as pranks or jokes are still considered violations.

Illegal activities. Everything illegal under local, state, and federal laws is a violation of Southwestern College policy.

Interfering with activities of others. Any activity that disrupts a system and interferes with other people's ability to use that system. In some cases, consuming more than your "fair" share of resources can constitute interference. Some examples are:

- a. e-mail bombing that causes a disk to fill up, the network to bog down, or an e-mail application to crash;
- b. taking advantage of a network split to take over a chat channel and then kicking off or blocking other users;
- c. posting many messages to a single news group, discussion group, or mailing list making it difficult for subscribers to carry on their normal discussion;
- d. flooding a chat channel with a continuous stream of messages so that it disrupts the conversation.
- e. sending a large number of e-mail messages to one or more individuals causing the network to bog down. (Contact the director of administrative computing for assistance in seeking alternative methods of disseminating large amounts of information.)

Making more copies of licensed software than the license allows (i.e. software piracy)

Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal)

Modifying or reconfiguring the software or hardware of a college computer. No one should modify the hardware, operating system, or application software of a college computer unless they have been given permission to do so by the department or individual that is in charge of the machine. The other users with whom you share the machine, and the technicians, on whom you rely for support, are expecting to find it set up exactly the way they left it.

Posting or otherwise disseminating personal or sensitive information about an individual(s). Examples include postings of an individual's academic records; medical information; social security number; or similar information of a personal or confidential nature that, if disseminated,

could have legal or otherwise damaging implications either for the targeted person or the institution. Personal expression by an individual about another, even if posted in a public manner, is not subject to limitation or restriction under this policy, although a targeted person may have recourse under other campus policies or codes, or state or federal laws regarding harassment.

Preventing others from accessing services (e.g. taking over a chat channel and kicking other users off).

Releasing a virus, worm or other program that damages or otherwise harms a system or network

Sending a crippling number of files across the network (e.g. e-mail "bombing")

Sending chain e-mail and virus hoaxes. The most important thing to remember is if you get chain e-mail, do not help propagate it. Chain e-mail usually contains phrases like "pass this on", "forward - do not delete", "don't break the chain", "this is safe, don't worry", "let's see how long this takes to get back to the start", "this has been around the world 20 times", "7 years of good luck!", "I don't wanna die", "your mom would want you to do this", etc. Often there is some story about how lucky a person has been since they forwarded the chain e-mail, or how unlucky they were because they didn't. Sometimes chain e-mail is disguised - it tells of some kid who is dying and wants post cards, or it warns about e-mail viruses or Internet shutdowns. Don't fall for it. It's all chain mail and it's designed to get you to forward it.

In recent years, chain mail hoaxes of various sorts have become widespread on the Internet. Some are virus warnings like "Good Times", "PenPal", and "Irina". Others are like the "Naughty Robot" that claims to have all your credit card numbers. They tell you to forward the "warning" to everyone you know. Most hoaxes start out as pranks, but often live on for years, getting passed around by new people who have just joined the Internet community. Don't believe every warning you get via e-mail. You should not pass these warnings on unless you verify the authenticity. Contact IT for additional information.

Sharing usernames and passwords (unauthorized use). Your username and password are provided only for your personal use. Passwords provide access to a wide range of services that are restricted for use by you personally or are restricted for use by the Southwestern College community (such as e-mail, PowerCAMPUS, library services, news, chat, and discussion groups). If you share your password with spouses, family members, friends or roommates, then you are giving them access to services they are not authorized to use. They will also have access to all of your personal information. If you forget your password, the IT will give the password only to you. IT will NEVER request your username and password or other personally identifiable information through email.

Tapping phone or network lines. Running a network "sniffer" program to examine or collect data from the network is considered tapping a network.

Unauthorized access. As stated in this policy, legitimate use of a computer or network does not extend to whatever an individual is capable of doing. In some cases, operating systems have security holes or other loopholes that people can use to gain access to the system or to data on that system. This is considered unauthorized access. If someone inadvertently turns on file sharing on their personal computer, you do not have the right to read or delete their files unless you have been given explicit permission from the owner.

Unauthorized access to data or files even if they are not securely protected (e.g. breaking into a system by taking advantage of security holes, or unauthorized access to financial or personal data). Using college resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial or profit-making purposes).

2.11.10 What are NOT Violations of Southwestern College Policy?

Breaches of network etiquette. Southwestern College is not in a position to control etiquette. In some cases, rude behavior can cause disruptions. Any behavior that interferes with the ability of others to access or use a system is a violation of policy.

Hate Speech. Posting hate speech does not generally constitute a violation of this policy. Although certain postings or communications may be offensive to members of the community, Southwestern College is respectful of expression in its own right. See section 2.11.7 on hate speech for more information.

Unsolicited e-mail or junk e-mail. The amount of unwanted or unsolicited e-mail (junk mail) has been increasing as more people join the Internet community. This form of speech is usually protected under the first amendment, Southwestern College does not monitor or censure e-mail and therefore cannot prevent the flow of junk mail.

2.11.11 Illegal Computer Use Under Local, State and Federal Laws?

Any activity that is illegal is a violation of Southwestern College policy. Offenders may be investigated and/or prosecuted by the appropriate local, state or federal authorities.

Examples (not a comprehensive list) of policy violations include:

Bomb Threats and Hoaxes. It is illegal to send a message via e-mail that threatens other persons or property. Such messages may be investigated by federal authorities.

It is a violation of this policy to send certain kinds of hoax messages (for example, April Fool's jokes that appear to be from a professor or some other college official). Such hoaxes constitute forgery and will be referred for appropriate disciplinary action.

Child Pornography. Knowingly uploading or downloading child pornography is a federal offense. See the section on child pornography for more information.

Copyright Infringement. Almost all forms of original expression that are fixed in a tangible medium are subject to copyright protection, even if no formal copyright notice is attached. Written text (including e-mail messages and news posts), recorded sound, digital images, and computer software are some examples of works that can be copyrighted. Unless otherwise specified by contract, the employer generally holds the copyright for work done by an employee in the course of employment.

Copyright holders have many rights, including the right to reproduce, adapt, distribute, display, and perform their work. Reproducing, displaying or distributing copyrighted material without permission infringes on the copyright holder's rights.

Distribution of Pornography to Minors. Possession of non-obscene adult pornography is legal, but it is illegal to distribute to minors. See section 2,11,5 on adult material for more information.

Federal Computer Security Violations. The primary federal statute regarding computer fraud 18 USC section 1030 was amended in October 1996 to protect computer and data integrity, confidentiality and availability. Examples of violations are:

- a. theft of information from computers belonging to financial institutions or federal agencies, or computers used in interstate commerce;
- b. unauthorized access to government computers;
- c. damage to systems or data (intentionally or recklessly);
- d. trafficking in stolen passwords;
- e. extortionate threats to damage computers.

Obscenity. Obscenity is illegal. See section 2.11.5 on obscenity for more information.

Scams and Pyramid Schemes. At Southwestern College, this is considered chain mail, but it is also illegal under 18 USC section 1302.

Software Piracy. Unauthorized duplication, distribution or use of someone else's intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties.

Video and Audio Recording Piracy. Another form of copyright infringement is the unauthorized duplication and distribution of sound recordings. Federal copyright law grants the copyright owner in a video and audio recording the exclusive right to reproduce, adapt, distribute and, in some cases, digitally transmit their sound recordings. Therefore, the following activities, if unauthorized by the copyright owner, may violate their rights under federal law:

- a. Making a copy of all or a portion of a video and audio recording onto a computer hard drive, server or other hardware used in connection with a web site or other online forum. This includes converting a sound recording into a file format (such as a .wav or mp3 file) and saving it to a hard drive or server;
- b. Transmitting a copy or otherwise permitting users to download video and audio recordings from a site or other forum; and/or
- c. Digitally transmitting to users, at their request, a particular sound recording chosen by or on behalf of the recipient.

If you reproduce or offer full-length video or audio recordings for download without the authorization of the copyright owner, you are in violation of federal copyright law and could face civil as well as criminal penalties. Placing statements on your web site, such as "for demo purposes only" or that the video and audio files must be "deleted within 24 hours," does not prevent or extinguish this liability.

2.11.12 Reporting Procedures

All violations of this policy should be reported to the director of administrative computing. The director of administrative computing will determine if other college officials, or state or federal authorities should be contacted. Consultations with the director of administrative computing are confidential.

Unwanted or Harassing E-mail. If you receive unwanted e-mail or other form of communication, notifying the sender that it is unwanted. If the sender continues to communicate after being placed on notice, or if you feel uncomfortable confronting the sender, the incident

should be reported to the director of administrative computing. Save electronic copies of anything that can be used as evidence.

Caution: The return address on an e-mail message may not be the real source of the e-mail. E-mail can be forged, and detecting a forgery can be difficult. Contact the director of administrative computing for more information and assistance.

The director of administrative computing can act upon a complaint only if the sender of the material is a member of the Southwestern College community. If the sender is not a member of the Southwestern community, the director of administrative computing will assist you by referring you to the appropriate sources of help outside the college.

Complaints about unwanted or harassing e-mail must be filed by the targeted person. If appropriate, please encourage the targeted person to contact the director of administrative for assistance.

Chain E-mail. If you get chain e-mail from someone with a Southwestern College e-mail address, you can report it to the IT. Contact the director of administrative computing for additional information or assistance.

Potential Consequences of Violations. For faculty, administration, staff, and students, as well as others who have been approved for access to Southwestern's network, violations of this policy will result in disciplinary action in accordance with established policy and/or legal action. This action may include suspension from the privilege of using the college's computers and/or network for a specific period of time.

For students, violations of this policy may result in one or more of the following actions:

- a. A written warning to the offender.
- b. A restriction of system access for a specified term.
- c. A revocation of all system privileges for a specified term.
- d. A statement of charges to the student's account, which could lead to other penalties up to and including probation or suspension.

Violations of these policies incur the same types of disciplinary measures as violations of other college policies or state or federal laws, including criminal prosecution in serious cases.

Policy Update Procedures. It is the responsibility of the director of administrative computing to ensure that this policy remains current and consistent with existing technology. Comments and suggestions should be directed to the director of administrative computing.

2.11.13 Laptop Use and Computer Center Helpdesk

2.11.13.1 Items Related to General Use

- a. You are responsible for backing up files and documents you don't want to lose.
- b. Keep all data files in the "My Documents" folder, since that is the default directory. This will speed up the backup process.
- c. Call the director academic technology before buying or installing software for your laptop in order to assure software compatibility.
- d. If you have a question or problem with a software program specified by an instructor for a class, please contact the instructor for assistance.

- e. IT staff reserves the right to remove software including reformatting (erasing) the entire hard drive and reinstalling our standard software if we deem necessary.

2.11.13.2 Items Related to Repair

- a. All laptops must be brought to the SC Laptop Center/Helpdesk for repair. Be sure to bring the power adapter and cables in the carrying case. Remove all personal items from the case. Be sure CDs and DVDs are removed from the laptop.
- b. IT personnel cannot be responsible for loss of disks, CDs and personal items.
- c. Not all repairs can be made “while you wait.” It may be necessary to send the computer to a service center for repair. You will be provided with a loaner laptop if one is available.
- d. Remember the importance of backing up your files. If the unit needs to be sent in for repair, chances are all files on your hard drive will be erased.

2.11.14 Purchasing Computer Hardware and Software

No hardware or software purchase is to be made for the college without the written authorization of the executive vice president, or designee.

2.11.14.1 Administration

To implement this policy, the following procedures are necessary:

- a. Any software purchases must be made by a college purchase order to a recognized vendor. This purchase order must be countersigned by the executive vice president, or designee. Shipping address should be the computer center so that a copy of the license agreement may be logged. If a purchase is to be made from a private individual, the purchase order must be countersigned by the vice president for finance and chief financial officer. This signature requirement is made so as to insure the private individual has the right to sell the software.
- b. A copy of all software licensing agreement shall be forwarded to the IT procurement specialist.
- c. All original software media shall be stored by the IT procurement specialist for safe keeping.

2.11.15 Web Site Disclaimer

Southwestern College has provided on-line information and services on the internet for communication purposes only. The college does exert editorial control over pages on the official SCKANS site and has not participated in the development of other internet sites. The college disclaims any and all liability for injury and other damages that result from information obtained therein.

The content of and links from personal web pages do not represent official statements or views of the college. Furthermore, the college disclaims all responsibility for any violations of copyright laws for any data that users may provide.

2.11.16 The Internet

The college makes the internet available as part of its continuing effort to provide collections, resources, and services that meet the informational, educational, cultural, and recreational needs of the campus community.

Basic to our policy are the Library Bill of Rights and The Freedom to Read Act. In keeping with those policies, the college does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. As with all formats of information, patrons must respect copyright laws and licensing agreements and abide by general rules of acceptable internet conduct.

2.11.17 E-Mail Address Retention

Faculty, staff, and administrators who have retired or left the college to pursue other endeavors may retain a Southwestern College e-mail address if they so desire, under the following conditions:

1. Those persons whose length of service to Southwestern College is five years or greater or who are retiring are eligible for this benefit.
2. E-mail accounts will not automatically be continued for qualifying individuals. A request will need to be made in writing to the director of human resources.
3. In those cases where the existing mailbox name is well known to persons outside the college as a means to convey information to a college department, the college reserves the right to issue the employee a new mailbox address. Thirty days' notice will be given to the employee in order that he or she may have sufficient time to notify others of the address change.
4. Employees leaving involuntarily are not eligible for this benefit.
5. The college reserves the right, upon thirty days' notice, to discontinue providing an e-mail account under the provisions of this policy.
6. E-mail accounts for which a request to continue has not been received by August 1 of any year will be purged as of that date.
7. Decisions regarding eligibility for continuance of an e-mail account and the user name of the account (point 3 above) will be the responsibility of the director of human resources in consultation with the appropriate vice president and/or the president.

2.12 Other Policies

2.12.1 Confidentiality (Educational Privacy)

Southwestern College has interpreted the Family Educational Rights and Privacy Act of 1974 (FERPA; the Buckley Amendment) to restrict the release of confidential information relating to students. This information includes the student's academic record, test scores, and academic progress.

Right to Consent. Once a student has reached age 18, only that student may release confidential information to individuals outside the college and then only by written request. The student may share this information with whomever the student chooses. For instance, students will probably want to have academic transcripts sent to potential employers.

Some general information about students will be made available to others. See the sections titled "directory information" and "lists" below.

Students have the right to make a written request that no information, including directory information, be released regardless of the circumstances or the office involved. Such requests must be made annually in the business office.

Right of Access. Students have the right to inspect information pertaining to them in various offices. To exercise this right, make your request to the following offices:

academic records:	Registrar
scholarships and grants:	Financial Aid
student accounts:	Business Office
disciplinary matters:	Student Affairs

Right to Challenge. If you believe your educational records contain inaccurate or misleading data, you may request that the college amend those records. Make your request in writing to the office involved. If the office refuses the amendment, the college will notify you in writing and provide you an opportunity for a hearing. If you request a hearing in writing, it will be conducted within 30 days and will be conducted by a party having no direct interest in the outcome. You may have a representative present at the hearing, including an attorney. The college will issue a written decision within 30 days following the hearing. If the college will not make your requested change, you have the right to insert explanatory material into the record.

Directory Information. The following information has been designated as directory information and will be released on an individual basis to persons who inquire. Much of this information appears in the student directory and other college publications.

These items may be released: name, email address, local address and telephone, permanent address and telephone, parent/guardian address and telephone, dates of attendance, school previously attended, academic level, number of credits enrolled in, enrollment category (full or part-time), class type (main campus, professional studies, or online), major, minor, degrees received, awards and honors received, date of birth, organization and sports participation, height and weight of athletes, photograph, video.

Lists. Names and directory information for students who have designated a preference for a particular denomination are released in list form to members of the Winfield Ministerial Alliance and to the Kansas West Conference of the United Methodist Church. Names and directory information are also released in list form to educational institutions students have previously attended, for the purposes of follow-up studies.

Right to Notification. Students who claim a violation of this policy may submit a complaint in writing to the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., which will notify the college that a valid complaint has been filed and ask the college to provide a written response. The office investigates the complaint, and if it finds a failure to comply with the act, will specify the steps to be taken by the college and the time period in which to comply.

Information about Alumni, Applicants, Faculty, Staff. The alumni office may release names and addresses of previous students to class representatives or others who will use the information only for doing college business. Names of non-admitted students will not be released for any

reason. Names and addresses of faculty, constituents, or alumni may not be released for purposes of solicitation by private business or commercial enterprise. Lists that are compiled for the registrar's purposes are not to be released to the public or to be used by the public relations office in public activities, unless prior permission has been received.

2.12.2 Library Overdue Books and Fines

Deets library strives to support the research and curricular needs of the college community with physical and virtual materials. Due to costs, publishing outputs, space limitations, and demand for information, the library provides the following policy as a statement for the selection of materials and for the maintenance of the collection. The collection will be developed with an understanding of the immediate and future goals of the institution, the college community, and the library and with an efficient use of allotted funds. In this policy, the phrase "college community" includes faculty, staff, administrators, and all students of the college.

Deets Library is a way to share resources in a sustainable manner. What this means the borrower has responsibilities: the borrower will find the resources (we can help), borrow resources, and use them within a specific time frame, and then return them so other students, staff, faculty, and other patrons can use them. The borrower's responsibilities may include asking permission to extend the borrowing period (renew) in person or by email. Students and Faculty have the highest priority for borrowing Course Reserve items. These are items that have a shorter borrowing period and are meant to be used in the library.

2.12.2.1 Fees

Deets library will bill the borrower for items that have not been returned after several reminder notices (sent by email). The billing amount equals the item replacement cost plus a \$5 processing fee.

2.12.3 Public Accounts

For non-students who use the library, overdue/fine procedures are applied in the same sequence as for student accounts.

2.12.4 Loss of Personal Property

The college assumes no responsibility for the loss of personal property whether that loss results from theft, fire, or any other known or unknown cause.

2.12.5 Office Hours

Offices with full-time personnel normally operate from 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m. Monday through Friday, except on holidays. The student accounts office is open during the noon hour.

2.12.6 Copyright Policy

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement.

2.12.7 Sales to Students

No employee of the college is to purchase any item for resale to students unless specifically authorized by the college to do so.

2.12.8 Videorecording

The college subscribes to the guidelines issued by the House Subcommittee on Courts, Civil Liberties, and Administration of Justice which have adopted the following guidelines for the use of videorecording programs in the classroom:

- a. Off-air recordings must be erased after 45 calendar days.
- b. Off-air recordings may be used once by teachers for instruction and once more for “reinforcement” during the first 10 consecutive school days of the 45-day retention period.
- c. If a teacher wants to use a recording after the time limit has expired, the program must be rented or bought from the copyright owner.

2.12.9 Off-Campus Travel Involving Students

The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college, even if an activity does not involve students or employees. No college funds will be expended for the purchase of alcoholic beverages or illicit drugs at any group activity taking place off college property or in another country (e.g. a reception or dinner in a culture with different laws and regulations on alcohol use and distribution. The guidelines for the application of the college policy on alcohol and drugs to study-abroad programs and activities in other countries are available in the business office. Students and sponsors are expected to follow these policy guidelines.

2.12.10 Policy for Mass E-Mail Distribution

- a. E-mail addresses must always be in the BCC so all e-mail addresses are not visible to all recipients.
- b. Any mass e-mail to current professional studies learners must be approved by the associate vice president for academic affairs for professional studies/online education.
- c. Any mass e-mail to current main campus students must be approved by the vice president for communications. Exceptions to this are specialized academic notices, such as reminders to graduating seniors from the registrar’s office, etc. In addition, certain administrators have permission to send messages to all Southwestern e-mail addresses. Contact the vice president for communications for more information.
- d. Individual students, faculty, and staff are not permitted to use the institutional e-mail for mass communications (spam). Disregard of this policy could result in a Level I violation being assessed against the student.
- e. E-mail messages to all faculty, staff, and students may be sent through the JinxTale, an electronic message sent to the entire campus community by mid-morning each day classes are in session. Send submissions to jinxtale@sckans.edu.
- f. Fundraising appeals of all types should be approved in advance by the vice president for institutional advancement.

2.13 Campus Policies and Regulations

Southwestern College is committed to protecting each person's dignity and right to privacy. The college attempts to provide an environment where academic, social, spiritual, personal, and physical growth occurs.

Below are the college policies and regulations that members of the campus community are expected to follow. The list is representative and not all-inclusive. The college is committed to providing a safe as well as fair, sensitive and a nondiscrimination environment which is in compliance with federal, state, and local regulations.

Each member of the campus community is expected to comply with the policies and procedures outlined in the applicable volume of the policy manual. Members of the campus community are expected to be independent, mature, and responsible in their decisions and actions, and to seek guidance when necessary.

Behaviors of student, faculty, staff, and administrators that are inconsistent with the Christian academic traditions of the institution or behaviors that are unacceptable to the established community standards may result in suspension, separation or expulsion.

Enrollment at the college is interpreted by the institution to have both academic and social behavioral implications.

Southwestern College students and employees will:

1. be responsible,
2. respect community rules,
3. recognize the individual rights of others, and
4. affirm the validity of a drug-free environment.

A member of the campus community who feels that he or she has been subjected to actions by another member that are inconsistent with the behavioral code may file a complaint with the vice president for student affairs, dean of students or the director of human resources. The complaint must be in writing. The vice president for student affairs, dean of students or the director of human resources will review the complaint and respond to the person who filed the complaint.

2.13.1 Public Relations

The college campus is visited by many persons from outside the campus, including prospective students, alumni, donors, parents, trustees, speakers and performers. Members of the campus community are asked to treat such persons with utmost courtesy, taking time to refer them to appropriate offices for answers to questions and otherwise assist in meeting their needs. Dress should be appropriate professional reflection of the college's mission and heritage.

2.13.2 Racial Violence Policy

Racial intolerance (slurs, name calling, gesture, statements, behavior, physical assault, etc.) will not be tolerated by Southwestern College. Appropriate action will be taken when allegations have been confirmed. These actions will be kept strictly confidential at all times.

2.13.3 Cohabitation

Unmarried couples are prohibited from living together on the campus of Southwestern College. (Campus housing is available to married students in the Honor and Warren apartments.)

2.13.4 Emotional Problems

Southwestern College provides counseling for students, staff, faculty and administrators. Persons with serious emotional problems will be referred to appropriate professionals. Students who exhibit unacceptable behavior may be required to undergo mandatory counseling or other restrictions.

2.13.5 Fighting

Fighting is prohibited on campus and at off-campus events involving Southwestern College. Violence in any form is prohibited.

2.13.6 Hazardous Items

Members of the campus community may not possess or discharge weapons, firearms, BB guns, pellet guns, explosives, explosive devices or fireworks of any type anywhere on the Southwestern College campus, unless such possession or discharge is job-related.

2.13.7 Hazing

Hazing by any fraternity, sorority, group or organization is not allowed at Southwestern College. Hazing is defined by any action or activity taken or situation intentionally created, whether on or off campus, which produces mental or physical discomfort, embarrassment, harassment or ridicule, or any form of violence, abuse, or failure to accord to any student the dignity due the student. Consent of pledge does not exempt any organization from this regulation. Hazing policy guidelines are set forth in Volume VII, of this policy manual.

2.13.8 Littering

Littering within the residence halls or on campus is prohibited. Members of the campus community are responsible for keeping their living areas clean and orderly. The restrooms, hallways and other public areas of the campus are cleaned by housekeeping personnel.

2.13.9 Obscene Language or Behavior

Obscene language (oral or written) or behavior is prohibited on campus or at any event involving Southwestern College. Obscene language (oral or written) is defined as language or behavior which has, as its primary intent, to degrade, debase or devalue any individual or group.

2.14 Vehicles and Campus Parking

2.14.1 Policies

The rules in this section describe the appropriate use of vehicles on campus by both students and campus employees. These rules shall be enforced by the campus security. Violations will result in fines.

All motor vehicles used on campus by students, faculty, and staff must be registered. It should be understood that registration does not guarantee convenient parking on campus. The only reserved parking is for service vehicles and persons with state issued tags for the disabled. Any vehicle to be registered is required to have a current state registration with appropriate license plates.

A. Who Must Register

Anyone who parks a vehicle on campus property must register the vehicle. Vehicle includes automobile, truck, motorcycles, motor bikes or scooters, and any other type of motorized vehicle. This includes:

1. All full-time and part-time students, faculty, adjuncts and staff.
2. Persons residing in campus housing regardless of the number of vehicles associated with that housing (e.g., spouses in married student housing).

B. Exceptions

1. Delivery, maintenance, repair, service, contractor and vendor personnel whose vehicles identify the business. All such vehicles are restricted to service delivery areas.
2. Visitors.

C. When to Register

Students must register their vehicles at the time of enrollment or, if the vehicle is acquired later, within 5 days of parking on campus. Faculty and staff registration is done at time of employment or, if acquired later, within 5 days of parking on campus. Registration materials are available year round.

D. Registration Facts

1. The college has implemented a permit-less system. Your valid state license plate essentially serves as your “permit.”
2. If you change vehicles during the semester you must contact the office of student life to revise your information.
3. Vehicles that are designated for off-road use only are not permitted on the college campus.

E. Vehicle operation on campus

The operation of any motor vehicle on the college campus is a privilege granted by the college. It is not the inherent right of any person(s) and can be denied or revoked for cause at any time. All vehicles may be operated, parked and otherwise used on campus only in compliance with college rules and policies.

F. Rules for Vehicle Operation

1. Speed Limit—The maximum campus speed limit is 20 miles per hour unless otherwise posted. Driving speed must be adjusted to existing driving conditions, such as ice, rain and snow, and pedestrian traffic.
Pedestrians have the right-of-way on campus.
2. Security—Lock your vehicle when parked. Do not leave keys or valuables in your vehicle. Do not leave vehicles unattended with the engines running.
3. Responsibility for Loss—The college is not responsible for loss or damage to vehicles parked on campus.

4. Disabled or Alternate Vehicles—Anyone having a problem with a vehicle on campus (e.g., broken down, stuck, etc.) may contact campus security for assistance.
5. Accident—In the event of an on-campus accident involving vehicles, contact campus security at 9-229-0012 (on campus phone), 620-229-0012 (off campus phone) immediately. In the event of an emergency call 9-911.
6. All vehicles are prohibited from off-road use on campus.
7. The driver/owner is responsible for all damage to college property caused by the driver/owner’s vehicle.
8. Vehicles may not be washed on campus.

G. Parking areas and rules

1. Responsibility for locating a legal parking space rests with the vehicle driver. Lack of space in any particular lot is not a valid cause for parking illegally.
2. Observing other vehicles illegally parked does not imply that the regulations are not longer in effect.
3. It is illegal for anyone other than the disabled person, even if they are driving a disabled person’s vehicle, to park in a disabled space unless the disabled person is a passenger.
4. Parking on lawns, sidewalks, driveways and other areas not specifically designated by signs, lines, curbs, and curb markings as a parking area is a violation. The absence of a “No Parking” sign does not mean that you may park in that area.
5. Markers and Signs—Do not remove, deface, turn or in any other way vandalize any signs regulating traffic or parking. This includes both the sign and the post it is affixed to.
6. Under special circumstances approved by the vice president for student life and dean of students, the college may temporarily issue a campus disability permit to any student, staff, or faculty who has sustained an injury or has some other special need. Such a permit is valid on campus only.
7. On-street parking is illegal unless otherwise posted.
8. Loading zones are limited to loading and unloading freight, etc.
9. The college does not provide “storage” for disabled vehicles. Such vehicles must be removed from campus.
10. Residents may not affect repairs to their vehicles on campus.

2.14.2 Violations and Penalties

- A. Loss, suspension, or restriction of parking privilege may occur for the following reasons:
1. False information provided to the college regarding vehicle, vehicle registration or ownership.
 2. Moving, turning, marking, defacing, or interfering with traffic signs in any way.
 3. Deliberately ignoring the direction of a campus employee pertaining to your vehicle.
 4. Habitual offenses—receiving over 3 citations in a semester or 10 citations over all years regardless of their payment status.
 5. Five or more unpaid or delinquent citations.

6. Any other improper conduct in relation to driving or parking on campus.

B. Fines not paid within 10 days will be doubled.

C. Fine Collection Fines will be assessed against the owner/operator registered at the college and may be paid at the student affairs office.

D. Appeals

Each person has the right to appeal a college-issued ticket. In the case of students, the appeal may be made, in writing, to the vice president of student affairs, dean of students (or designee) within 3 days of the violation. In the case of faculty or staff, the appeal must be made, in writing, to the vice president of finance and chief financial officer. Appeals will be reviewed and returned with a decision within 30 days.

2.15 Scholarship Policy

2.15.1 Endowed Scholarship Policy

A scholarship is perpetual. Programs and buildings come and go. An endowed scholarship at Southwestern College will continue for as long as the college serves students.

A scholarship is an enduring tribute. An endowed scholarship in the name of someone you wish to remember will perpetuate that person's name for generations.

A scholarship recognizes need and excellence. The student who receives a scholarship has special needs or special merit. The scholarship is an incentive for that student to achieve excellence in college work.

A scholarship can make the difference for some students. We all know someone who would never have completed a college education if it had not been for a scholarship that was endowed by a generous donor.

2.15.2 The Southwestern College Scholarship Program

The purpose of endowed scholarships is to provide scholarships to Southwestern students. The college welcomes gifts for scholarship endowments and the president and the staff of the department of institutional advancement will gladly consult with prospective donors about endowed scholarships.

2.15.2.1 Things to Remember in Establishing an Endowed Scholarship

1. The fewer restrictions the better. Complicated scholarship award guidelines can cause a scholarship to go unawarded because no qualified candidate is available. Donor preferences and suggestions regarding scholarship awards will be noted, and attempts will be made to award scholarships in the spirit of the intent of the donor. All scholarship agreements will be written with a contingent provision for awards if the preferences of the donors cannot be fulfilled.
2. A scholarship endowment is a gift to the college, not a personal investment. Once given, it is the property of the college, subject to the investment policies of the Board of Trustees. Donors give up all legal financial control of the funds. As a matter of policy, the college avoids risky investments that might endanger the funds, preferring instead to ensure the

existence of the scholarship endowment in perpetuity. Also, be aware that the college contracts will be incurred against the income of the endowment fund.

3. Scholarships are not the only naming gift possibilities available. Other naming possibilities include endowments for the maintenance of facilities, or particular programs and activities funded by the annual budget. Buildings, rooms, and faculty chairs are also sometimes named in recognition of particularly large memorial gifts. The college development officers will be happy to inform you as to naming gift possibilities beyond scholarships.
4. Scholarship policies change to respond to changing conditions. The Board of Trustees will review scholarship policies annually, including the amount which constitutes a fully-funded, named scholarship. Also the board reserves the right to suspend the creations of new endowment funds if scholarship or other naming funds become over-subscribed.

2.15.2.2 Recognition of Scholarship Endowments

Student recipients are notified and publicized with the donor's permission. Smaller memorial gifts are formally recorded as a contribution in the name of the donor and the family of the person memorialized is notified.

2.15.2.3 Questions to Answer When Establishing an Endowed Scholarship

1. What name(s) do you want attached to the endowment?
2. What dollar goal do you have for the endowment fund? For annual scholarship income from the fund?
3. What is your personal calendar for funding the endowment?
4. What are your preferences for criteria for awarding the scholarship, assuming a contingent award if no candidate is available who fits your criteria?

2.16 Financial Affairs

2.16.1 Budget Process

The budgeting process for employees is found in Volume III, section 3.11, of this policy manual.

2.16.2 Fund Raising

Gift Solicitation. Any solicitation of a gift or gifts to Southwestern College, for any purpose, must be authorized by the vice president for institutional advancement. This requirement applies to all college employees and to all college student groups and organizations.

Recording and Acknowledgment of Gifts Received. All gifts, for whatever purpose and by whomever received, must be processed, receipted, and acknowledged by the office of institutional advancement. Only this office may provide to donors an official college receipt stating the value of a gift received.

Grants. All grant requests to corporations, foundations, or government agencies must be approved by appropriate college administrators. Early consultation is strongly advised, particularly with the coordinator of corporate and foundation gifts in the office of institutional advancement, to ascertain whether a contemplated proposal will be approved for submission by the college. The coordinator of corporate and foundation gifts will also offer assistance and support in the drafting of proposals.

All grant requests originated by a college administrator must be approved by the vice president who supervises the administrator's area and by the vice president for institutional advancement.

All grant requests originated by members of the faculty must be approved by the appropriate division chair, the vice president for academic affairs and dean of the college, and the vice president for institutional advancement.

2.17 Appendix: Additional Hazard Guidelines

2.17.1.1 Disposal of Hazardous Spills

1. Assemble necessary equipment and supplies.
2. Mix a fresh disinfectant solution of one part bleach and nine parts water.
3. Put on gloves.
4. Wipe up the spill or splash with a cloth or a paper towel.
5. Discard the saturated cloth or paper towel into the red plastic bag.
6. Spray the spill or splash with the disinfectant solution until the contaminated area is wet.
7. Wipe up the disinfectant solution with a cloth or paper towel. Repeat as necessary until the spill or splash area is dry.
8. Discard the contaminated cleaning cloth or paper towels in the red plastic bag.
9. Spray disinfectant solution onto the discarded cloth or paper towel inside the red plastic bag.
10. Remove gloves and disinfect.
11. Tie the bag. If the outside of the red plastic bag becomes contaminated with blood, place the contaminated bag into a clean red plastic bag.
12. Place the plastic bag into the designated container.
13. Return unused supplies or equipment to the designated storage area.
14. Wash hands.

2.17.1.2 Hand Washing

Hand washing shall be regarded by the college as the single most important means of preventing the spread of infections.

Appropriate 10-15 second hand washing must be performed under the following conditions:

1. When coming on duty;
2. Whenever hands are obviously soiled;
3. Before performing invasive procedures;
4. Before preparing or handling medications;
5. Before handling clean or soiled dressings, gauze pads, etc.;
6. After handling used dressings, contaminated equipment, etc.;
7. After contact with blood, oral secretions, mucous membranes, or broken skin;
8. After handling items potentially contaminated with blood, excretions, or secretions;
9. After personal body function (e.g., use of toilet, blowing or wiping the nose, smoking, combing the hair, etc.)
10. Before and after eating;
11. Whenever in doubt; and
12. Upon completion of duty.

The use of gloves does not replace hand washing.

2.17.1.3 Soiled Laundry:

Laundry contaminated with blood or other potentially infectious materials shall be handled as little as possible and with a minimum of agitation.

Equipment and Supplies Needed:

1. Laundry container (with cover);
2. Red plastic bag;
3. Gloves (as indicated); and
4. Gown (as indicated).

2.17.1.4 Procedure Guidelines:

1. Place all linen soiled with blood or body fluids into designated containers or bags.
2. Do not store soiled laundry with clean laundry.
3. Gloves must be used when handling soiled laundry:
 - A. If it is likely that hands will come into contact with blood or body fluids;
 - B. If hands have any cuts, wounds, skin rashes, chapped skin, itching, or scrapes on hands; and
 - C. If the laundry container is soiled with blood or body fluids.
4. Gowns, aprons, or lab coats must be worn when handling soiled laundry:
 - A. If soiling of clothing is likely; and
 - B. If splashing or spillage of blood or body fluids is likely.
5. Hands should be thoroughly washed with soap and warm water:
 - A. Before and after handling soiled laundry;
 - B. Immediately after hands come into contact with blood or body fluids; and
 - C. After removing gloves.
6. Soiled laundry should be handled as little as possible and with minimum agitation to prevent self-contamination as well as contaminating the air.
7. If soiled laundry is washed in-house, follow these guidelines:
 - A. Wash in hot water (160 F/71 C) with a detergent for at least 25 minutes; or
 - B. In low-temperature laundry cycles, chemicals suitable for low-temperature washing at proper use concentration should be used.
8. Should spillage or splashing of blood or body fluids occur while handling soiled laundry, follow these steps:
 - A. Clean it up as soon as practical;
 - B. Wear gloves;
 - C. Follow established procedures for cleaning up spills or splashes of blood;
 - D. Follow established hand washing procedures; and
 - E. Report any exposure to blood or body fluids.

2.17.1.5 Handling and/or Disposing of Used Needles:

Purpose: To prevent needle stick injuries as well as the exposure to HBV virus or other Blood borne infections through contact with blood or tissues.

Equipment and Supplies Needed:

1. Needle box;

2. Recapping device (if a needle box is not available); and
3. Gloves (as indicated).

Safety Precautions:

1. After use, if the needle disposal box is directly available, discard the needle without recapping.
2. If recapping is absolutely indicated, and the needle box is not readily available, the cap should be reapplied using the following method before leaving the point of use: place the cap on a horizontal surface and slide the needle into the cap.
3. Used needles must be placed in the needle disposal box. Do not bend, break or cut needles. When the disposal box is almost filled, the box must be sealed and stored in a rigid cardboard container marked "Biohazard" until incinerated or picked up by a licensed vendor for proper disposal.
4. Needles, used or unused, may not be discarded into trash receptacles.
5. In the event of a needle stick injury, the employee should follow these procedures:
 - A. Immediately wash the wound with soap and running water;
 - B. Cause the injured site to bleed;
 - C. If desired, apply alcohol or hydrogen peroxide to the wound; and
 - D. Notify the accident investigator of the incident as soon as practical.

2.17.1.6 Disposal of Contaminated Sharps:

1. Contaminated sharps shall be discarded immediately or as soon as feasible into designated containers.
2. Contaminated sharps will be discarded into containers that meet these requirements:
 - A. Closable;
 - B. Puncture resistant;
 - C. Leak-proof on sides and bottom; and
 - D. Labeled or color-coded in accordance with the University's established labeling system.
3. During use, containers for contaminated sharps will be treated in the following manner:
 - A. Easily accessible to employees and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found;
 - B. Maintained in an upright position throughout use; and
 - C. Sealed and replaced when they are 75% to 80% full to protect employees from punctures and/or needle sticks when attempting to push sharps into the container.
4. When moving containers of contaminated sharps from the area of use, employees must be sure to treat the containers in the following manner:
 - A. Close the container immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping;
 - B. Place the container in a secondary container if leakage is possible; and

- C. Use second containers, as needed, with these features:
 - 1. Closeable;
 - 2. Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping, and;
 - 3. Labeled or color-coded according to established policies governing the labeling of containers.
- D. Sealed and replaced when they are 75% to 80% full to protect employees from punctures and/or needle sticks when attempting to push sharps into the container.
 - 1. Employees shall not open, empty, or manually clean reusable containers, or handle such containers in a manner which would expose them to the risk of percutaneous injury.
 - 2. Incorrect disposal or handling of contaminated sharps should be reported to the accident investigator.

2.17.1.7 Disinfection of Thermometers:

Equipment and Supplies Needed:

- 1. Thermometer and appropriate container;
- 2. 70% isopropyl alcohol pledget;
- 3. Soap and cold water; and
- 4. 70% isopropyl alcohol.

To disinfect glass thermometers, follow these procedures:

- 1. Wipe the thermometer from the stem toward the bulb with 70% isopropyl alcohol.
- 2. Place in container to return to utility room.
- 3. Wash thermometers with soap and cold water.
- 4. Rinse.
- 5. Soak in proper container with 70% isopropyl alcohol for 10 minutes.
- 6. Rinse.
- 7. Place in designated container to air dry.
- 8. Close container when thermometers are dry.
- 9. Wash hands.

If IVAC thermometer unit is used, follow these procedures:

- 1. Discard covers after each use.
- 2. Wipe outside of unit with 70% isopropyl alcohol:
 - A. When visibly soiled with body fluids; and
 - B. When temperature check is completed.

2.17.1.8 Cleaning of Stethoscope:

- 1. Obtain alcohol swab and use firm pressure with rotary motion to clean stethoscope ear pieces, tubing, and diaphragm and bell.
- 2. Discard alcohol swab into appropriate receptacle.
- 3. Return stethoscope to designated area.

2.17.1.9 Gloves:

Gloves must be worn when handling blood or body fluids, mucous membranes and non-intact skin.

When to Use Gloves:

1. When touching excretions, secretions, blood, body fluids, mucous membranes or non-intact skin.
2. When the employee hand shaves any cuts, scrapes, wounds, chapped skin, dermatitis, etc.;
3. When cleaning up spills or splashes of blood or body fluids;
4. When cleaning potentially contaminated items; and
5. Whenever in doubt.

Putting on Sterile Gloves:

1. Obtain gloves. (Note: If gowning procedures are used, put gloves on after putting on the gown so that the cuff of the gloves can be pulled over the sleeve of the gown.)
2. Open the package. Do not touch the gloves.
3. Wash hands.
4. With one hand, grasp a glove by the inside of the cuff. Insert opposite hand into the glove. Leave the cuff turned down.
5. Pick up the remaining glove with gloved hand. Insert ungloved hand into the second glove.
6. Pull up cuffs.

Removing Gloves:

1. Using one hand, pull the cuff over the opposite hand, turning the glove inside out.
2. Discard the glove into the designated waste receptacle inside the room.
3. With the ungloved hand, pull the cuff down over the opposite hand, turning the gloves inside out.
4. Discard the glove into the designated waste receptacle inside the room.
5. Discard the glove package into a waste receptacle inside the room.
6. Wash hands.

2.17.1.10 Gowns, Aprons and Lab Coats

All personnel must use gowns, aprons or lab coats when soiling of the clothing with blood or body fluids is likely to occur during treatments.

1. Use gowns only once and then discard into appropriate receptacle inside the exam or treatment room.
2. Clean, freshly laundered or disposable gowns may be worn in most circumstances.
3. Use gowns only when indicated or as instructed.
4. Follow established hand washing procedures.
5. Reusable gowns shall be laundered after each use in accordance with established laundry procedures.
6. When the use of a gown is indicated, all personnel must put gowns on prior to administering treatment to an individual.
7. All gowns used shall be large enough to cover the entire clothing of the person using the gown and must be tightly cuffed at the sleeves.

8. When the procedure or service to the patient has been completed, the gown must be discarded in the appropriate container located in the room.
9. If a garment(s) (e.g., gown, apron, or lab coat) is penetrated by blood or other potentially infectious materials, the garment(s) must be removed immediately or as soon as possible.

Putting on the Gown:

1. Obtain gown (disposable or reusable).
2. If long sleeves are being worn, roll the sleeves above the elbows.
3. Wash hands.
4. Unfold the gown so that the opening is at the back.
5. Put arms into the sleeves of the gown.
6. Fit the gown at the neck.
7. Tie the neck string into a shoelace bow.
8. Overlap gown at back. Be sure clothing is completely covered.
9. Tie waist string into a shoelace bow.

Removing the Gown:

1. Untie or unfasten the back of the gown.
2. If gloves were not used in performing the procedure(s), wash hands. If gloves were used, remove them at this time. Discard gloves into waste receptacle in the room.
3. Untie or unfasten the neck band. While still holding the neck strings, pull the gown off the shoulders.
4. Remove the gown by rolling it away from the body. Handle the inside of the gown only.
5. Fold outside (contaminated portion) of gown inward. Roll into a bundle.
6. If the gown is disposable, discard it into the waste receptacle inside the room. If the gown is reusable (washable), discard it into the soiled laundry container inside the room.
7. Wash hands.
8. If a mask was used in performing the procedure(s), remove it at this time. Discard it into the waste receptacle inside the room.

2.17.1.11 Goggles, Eyewear and Face Masks

All personnel must use eyewear to protect the mucous membranes of the eyes when splashes from blood or body fluids are likely to occur during treatment.

1. Put mask on before entering possibly infected area. Be sure that hands are clean before putting on a face mask.
2. Be sure that face mask covers the nose and mouth while performing treatment or services for an individual.
3. If face mask becomes wet, change it. Masks become ineffective when moist.
4. Do not let the face mask hang around the neck.
5. Before changing a face mask, wash hands.
6. Do not remove the mask while performing treatment or services.
7. Mask may be used only once and then discarded.
8. Handle mask only by the strings (ties).
9. Never touch the mask while it is in use.

10. Follow established hand washing techniques.

Equipment and Supplies Needed:

1. High-efficiency disposable masks; or
2. Cotton gauze or paper tissue masks.

Putting on the Mask:

1. Obtain mask.
2. Wash hands.
3. Remove the mask from its container. (Note: If gowning procedures are necessary, put mask on before putting on gown.)
4. Unfold the mask. Do not touch the part of the mask that will cover the face. Hold the mask by the strings only.
5. Place the mask over the nose and mouth. Using a shoelace bow, tie the top strings over the ears, then tie the lower strings.
6. Avoid any unnecessary handling of the mask.

Removing the Mask:

1. Wash hands.
2. Untie the lower strings of the mask first. Hold the strings of the mask only.
3. Untie the top strings of the mask. Remove the mask from the face. Handle strings only.
4. Discard the mask into the designated waste receptacle inside the room.
5. Wash hands.

2.18 Appendix: Response Procedure for Exposure to Blood Borne Pathogens

Any direct exposure to blood or body fluids occurring at the college must be reported to the infection control coordinator. The infection control coordinator and shall have a step-by-step procedure and appropriate forms available for reporting exposures. Precautions should be followed at all times, not just when a person is known to be infected.

1. High risk employees with cuts, scrapes, wounds, skin rashes, chapped skin, dermatitis, etc. must wear appropriate protective equipment (i.e., occlusive bandages, gloves, gowns, masks, etc.) when performing tasks that may involve exposure to another person's blood or body fluids.
2. All human blood or body fluids should be considered potentially infectious at all times.
3. Should a person be known to be infected with a contagious or infectious disease, employees must wear protective clothing when providing treatment to that person.
4. Should a skin exposure to blood or body fluids occur, the employee should:
5. Cease the procedure as soon as it is safe and/or practical to do so;
6. Wash the exposed area thoroughly with soap and running water;
7. Report the incident to the accident investigator; and
8. Fill out and complete an exposure report form.

- A. If the skin exposure involves large amounts of blood or prolonged contact with blood, especially if the exposed skin is chapped or otherwise broken, use alcohol or peroxide as an antiseptic after thorough hand washing, if desired.
- B. Should exposure to blood or body fluids occur to the eyes or mouth, the employee should:
 - 1. Flush the exposed area immediately with water;
 - 2. If desired, rinse the mouth with peroxide;
 - 3. Report the incident to the accident investigator; and
 - 4. Fill out and complete an exposure report form.
- C. Should an exposure to blood/body fluids occur from a needle stick, cut from a sharp instrument, or contamination of an open wound or broken skin, the employee should:
 - 1. Allow the wound to bleed freely;
 - 2. Wash the exposed area with soap and water;
 - 3. Apply antiseptic as desired:
 - a) Isopropyl alcohol 70% or
 - b) Hydrogen peroxide 3%.
 - 4. Report the incident to the accident investigator; and
 - 5. Fill out and complete an exposure report form.
- D. Cleaning Up Spills or Splashes of Blood or Body Fluids
 - 1. Gloves
 - 2. Bleach or other approved cleaning solution
 - 3. Spray bottle
 - 4. Water
 - 5. Cloth or paper towels
 - 6. Red plastic bag

2.19 Appendix: Hepatitis B Vaccine

All employees who are at substantial risk of an exposure to blood or body fluids during the performance of their job will be afforded the opportunity to receive the hepatitis B vaccination series, following these guidelines:

- 1. The college will provide, at no cost to employees, immunization against hepatitis B to those high risk employees who have not previously received the vaccine series or who are not known to be immune to the hepatitis B virus (HBV).
- 2. Unless specifically requested by the employee's personal physician, employees who have a history of immunosuppressive disorders, receive hemodialysis, or are infected with HIV will not be administered immunization in accordance with this policy.
- 3. Should an employee's personal physician request that immunization be administered, the employee's physician will be required to monitor the employee and provide the college with appropriate medical information within 15 days of the completion of the employee's evaluation.
- 4. Employees who are pregnant at the time of immunization must provide the infection control coordinator with written authorization from their obstetrician before the vaccine may be administered.

5. Lactating mothers must provide the infection control coordinator with written authorization from their pediatrician before the vaccine may be administered.
6. All employee will be provided with a fact sheet concerning the hepatitis B vaccine and will be required to sign an affidavit that the employee understands such information and whether or not consent is given to administer the hepatitis B vaccine series. A copy of the signed affidavit will be placed in the employee's medical record.
7. Since the hepatitis B vaccine series will be administered by the college, the infection control coordinator will be responsible for taking these measures:
 - a. Screening employees who suspect they may be immune for anti-HBV prior to initiating the vaccine series;
 - b. Providing the employee counseling if the test returns positive and referring the employee to a personal physician for follow-up;
 - c. Providing the employee with hepatitis B information and explaining the hepatitis B vaccine doses by taking these steps:
 - 1) Asking if the employee is hypersensitive to yeast. (Deferring if yes);
 - 2) Asking female employees if they are pregnant or lactating;
 - 3) Explaining concerns regarding:
 - a. Immunosuppressed persons;
 - b. Persons receiving hemodialysis; and
 - c. Persons with HIV infection.
8. Informing employees that, by accepting the vaccine they are free from infections and/or conditions outlined above;
9. Taking each employee's temperature and asking if the employee had an infection before administering the vaccine. (Note: If the employee's temperature is greater than 100 or if the employee has an infection, immunization will be postponed until the condition has cleared.)
10. Obtaining informed consent from the employee using the form set forth at the end of this appendix.
11. Administering the first hepatitis B vaccination (1.0 ml) in the right deltoid muscle as soon as possible before potential exposure to blood;
12. Making an appointment for the employee to return in 30 days for the second vaccination;
13. Asking about any reactions from the initial dose when the employee returns for the second vaccination;
14. Administering the second hepatitis B vaccination (1.0 ml) in the left deltoid muscle if no or minimal side effects occurred from the initial dose;
15. Making an appointment for the employee to return in five months for the third vaccine;
16. Administering the third hepatitis B vaccination (1.0 ml) in the right deltoid muscle if no or minimal side effects occurred from the second dose.
17. Should the vaccine series be interrupted, it will be resumed when convenient for the employee.

18. (Note: The second and third doses of vaccine must be separated by at least three to five months.)
19. Should the employee receive an immunization from the employee's personal physician, the employee will be responsible for providing the infection control coordinator with proof of immunization. A copy of the immunization record must be filed in the employee's personnel records.
20. Should a newly hired employee be receiving the hepatitis B immunization series, the immunization will continue until the series is completed.
21. Should an employee initially decline the vaccination and later decide to accept the vaccination, a vaccination will be provided at that time in accordance with the procedures set forth in this policy.
22. Booster vaccinations will be provided as recommended by current CDC and OSHA guidelines.
23. The hepatitis B vaccination series will be made available to employees after the employee has received information concerning hepatitis B, and within ten days of the employee's initial job assignment which may include a potential occupational exposure.
24. Inquiries concerning hepatitis B immunization should be referred to the infection control coordinator.

INFORMED CONSENT FOR HEPATITIS B VACCINATION

I authorize Southwestern College to administer the hepatitis B vaccine to me in an effort to provide immunization against hepatitis B.

I have read all the literature provided outlining possible side effects.

I do not at the present time have any active infection. I am not pregnant, nor am I nursing an infant.

I have no history of having hepatitis B.

I understand that a total of three injections will be required over the next six months to complete the vaccination.

I understand that the vaccination is voluntary and does not insure immunity in all cases. I hold the college harmless if the vaccination does not result in immunity against hepatitis B.

Signature and Date:

Witness Signature and Date:

HEPATITIS B VACCINE DECLINATION

I have received Hepatitis B vaccine prior to my employment at Southwestern College.

Year Vaccination Received: _____

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this/ vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature and Date:

Witness Signature and Date: