

2010-11

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Introduction

This handbook is designed to assist you and to help you get the most out of your time at Lehigh Carbon Community College. Included is information about how you, the student, interact with the college (student support services, tips for success, and student life) and how the college interacts with you (college rules and regulations, academic policies, and college facilities). You are responsible for learning the material in this publication, as well as the current catalog and class schedule. Please read it carefully and make use of it.

The information and dates included in this handbook are as accurate as possible at the time of publication (March 2010). Please refer to the college website for the most current document. LCCC reserves the right to make additions and changes as required.

Academic Honesty Policy

Effective Summer I 2005

Lehigh Carbon Community College expects all members of its academic community to maintain honest and ethical standards in all assigned academic work. Academic dishonesty diminishes the learning experience, as well as the integrity and reputation of the offender.

Student Responsibilities

Lehigh Carbon Community College expects that work submitted or otherwise presented by students will honestly represent their personal effort to meet the requirements of the course. Violations of academic honesty include but are not to be limited to the following:

VIOLATIONS

1. Cheating on examinations and assignments.
 - a. Purchasing, selling, stealing or otherwise improperly obtaining examinations or assignments.
 - b. Using aids, materials or resources not authorized by the instructor when completing an examination or assignment.
 - c. Providing or receiving assistance not authorized by the instructor when completing an examination or an assignment.
 - d. Copying another person's work or having another person do your work for you.
 - e. Employing any other form of deceit in completing examinations and assignments.
2. Plagiarism or falsification of the origin of data.
 - a. Failing to provide appropriate documentation for another person's original idea, words, opinion, theory, fact, statistic, graph or drawing, including oral, print, electronic, et cetera.
 - b. Failing to present quoted language properly, in quotation marks with documentation of source.
 - c. Copying part or all of an assignment, such as a research paper, lab report, or workbook from another person or resource, including print, electronic, et cetera, and presenting it as your own work.
 - d. Purchasing an assignment and submitting it as your own work.
 - e. Listing sources that you never consulted.
 - f. Submitting previously submitted work without the approval of the instructor.
3. Misconduct.
 - a. Providing a false reason for failure to meet class requirements, including absence from class, tardiness in completing assignments, et cetera.
 - b. Completing an exam intended for another student, or allowing another person to pose as you in taking the exam.
 - c. Using electronic communications devices during class or when completing examinations or assignments without instructor authorization.
 - d. Employing or assisting another in any other form of deceit in completing course requirements.

Additional regulations regarding student conduct and possible consequences for violations are contained in "LCCC Rights, Freedoms and Responsibilities of Students, Article 4: Student Code of Conduct".

Academic Honesty

Faculty Responsibilities

Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty.
2. Reference the "LCCC Academic Honesty Policy" (including locations where students can find the full policy) in every course syllabus.
3. Uphold the "LCCC Academic Honesty Policy" in her/his own work.
4. Meet privately with the student suspected of violating the policy to discuss the concerns, charge and possible consequences.
5. Upon deciding to submit a formal report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under "Consequences".

Offenses are reported to the Dean of Students where a disciplinary record is created and retained. The faculty member bringing the charge will decide the consequences as indicated below for each case of academic dishonesty. The faculty member will notify the student of the action that s/he is taking.

Consequences

Consequences for a formal report of a violation of academic honesty which may be imposed by faculty include the following:

1. A written warning from the instructor to the student with requirements to retake the examination, redo the assignment, or complete extra work as specified by the instructor.
2. A written reprimand from the Dean of Students (as reported by the faculty member) maintained in the student's disciplinary file, with one or more of the following consequences:
 - A grade of "0" for the assignment or exam.

- A final grade of “F” for the course.*
*A student may not withdraw from the course after such a charge is made, during the appeal process, or if the judicial board determines that the “F” grade shall stand.
3. Additionally, faculty may recommend removal of the student from the academic program of study.

Appeals

Appeals to charges of violation of academic honesty must be submitted in writing to the Dean of Students within five (5) days of receipt of the charge. Appeals to the charge are heard by the College Judicial Board. Please see “LCCC Rights, Freedoms and Responsibilities of Students, Article 5: Judicial System” for more information on the judicial process.

Repeated Violation

In addition to the consequences imposed by faculty, if a student is found to have committed a second violation of academic honesty, s/he will be subject to immediate suspension from the college. The student will not be allowed to re-enroll without reinstatement approval from the Academic Record Review Committee. Information regarding the reinstatement application process can be obtained from the Office of the Dean of Students.

Children on Campus Policy

Lehigh Carbon Community College, including its off-site campuses, is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to the campus, including children, and for purposes of this policy children are defined as being fourteen (14) years of age or under (unless enrolled at Lehigh Carbon Community College), are welcomed and encouraged. However, appropriate precautions and limitations on visitations are necessary to protect health and safety and to maintain productivity of employees and regulatory compliance.

General Restrictions

These general restrictions apply to all children on Lehigh Carbon Community College property. Children fourteen (14) of age and younger, not participating in Lehigh Carbon Community College sponsored programs, are prohibited from laboratories and other areas where significant potential safety hazards and liabilities exist and where strict safety precautions are required including the following: storage rooms, scientific, technical and maintenance work spaces; fine and performing art work spaces or studios; areas that contain hazardous chemicals, machinery or equipment; commercial kitchens and other food preparation areas; fitness centers and certain athletic facilities such as training rooms, courts, fountains, playground areas, and playing fields.

Employee Guidelines

The following guidelines apply to bringing children to the workplace:

- Children may be brought to work, only occasionally, in extraordinary circumstances or due to a family emergency;
- Children are not to be brought to work on a regular basis in lieu of childcare;
- Parent or Guardian must provide supervision at all times;
- Children should not be left unattended with other employees;
- Children should not interfere with workplace activities.

Student Guidelines

The following guidelines apply to bringing children to the campus by students:

- A child should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus;
- Line of sight supervision by the parent or guardian is required at all times;
- Children are not allowed in classrooms while classrooms are in session unless permission is granted by the faculty member. Should a child become disruptive, the student and child may be asked to leave.

Visitor Guidelines

The following guidelines apply to bringing children to the campus by visitors:

- Line of sight supervision by the parent or guardian is required at all times;

- Parent or guardian must assure that children are not disruptive;
- Parent or guardian must not leave children unattended while on campus, including athletic or other Lehigh Carbon Community College activities.

Email

Beginning May 1, 2006 you will be assigned an official email address when you enroll at LCCC. College Policy* (PDF) requires every student to have an official college email address. It is the obligation of each student to activate his or her email account and routinely check it for new messages.

LCCC Student and Alumni Email Usage Policy

This policy governs the use of Lehigh Carbon Community College's Student and Alumni Email System.

The Student and Alumni Email System (LCCCMAIL) is provided for the benefit of current LCCC students and alumni and is meant to be used as a mechanism to facilitate timely communications between the college and its students and alumni. Email is an official communication mechanism within Lehigh Carbon Community College. Faculty and LCCC Administrators will determine how Email will be used in their respective areas. Lehigh Carbon Community College will ensure that all students will be able to comply with the various Email related requirements as dictated by LCCC faculty and staff. Students are expected to check their Email on a frequent and consistent basis. Failure to check and read Email is not an acceptable excuse for non-compliance.

Your right to use this email service is personal to you and may not be transferred to other individuals. While you may use the college supplied Email account for personal communications be advised that the Email messages stored on the college supplied Email system are the property of Lehigh Carbon Community College and not the property of the Email account holder. Lehigh Carbon Community College reserves the right to monitor or inspect Email accounts when investigating reports of abuse or misuse of the Email system as indicated within this policy.

Use of LCCCMAIL to promote illegal or unlawful activities is expressly prohibited. Activities that cause unsolicited commercial email or unsolicited bulk email (aka SPAM) are prohibited.

You will have access to 100 megabytes of storage space for your email messages. You will receive notice from the system administrator once you have used 90% of your storage capacity. If you do not delete a sufficient quantity of email messages to reduce utilization below the 90% threshold, you will not be able to send messages. You will however, continue to receive messages. You may include attachments within the Email messages that you send but the total attachment size for each Email message will be limited to 10 megabytes.

Email accounts that have not been actively used over any 6 consecutive months will be automatically deleted.

Grievance Policy - Title IX - Section 504

Lehigh Carbon Community College sets forth the following grievance procedure with the intent of providing prompt and equitable resolution of student and employee complaints alleging unlawful discrimination in violation of the college's policy of nondiscrimination as adopted by its Board of Trustees on August 5, 1976, in Resolution No. 12.16, and Title IX of the Education Amendments of 1972 and on May 3, 1984, in Resolution Nos. 19.61 and 19.62 and Section 504. It is the purpose of this procedure to allow the complainant to freely express his/her specific charge of unlawful discrimination so that the college can determine the source and severity of the allegation, and if found to exist, hopefully amicably correct the situation to the satisfaction of all parties concerned.

The procedure shall be as follows:

1. Any student who feels he/she has been unlawfully discriminated against shall file with the Director of Human Resources in writing, either on a form provided by the Office for this purpose, or on any other form provided by the grievant himself, setting forth in specifics the nature of the alleged unlawful discrimination and providing the name or names of the party or parties involved, the date or dates of the incident or incidents, and any other information that the grievant feels would be in support of the alleged unlawful discrimination.
2. The grievant must sign the grievance document.
3. If the grievant is physically unable to comply with items #1 and #2 above, then he/she can present the complaint orally to the Director of Human Resources, and it would then be the Director's obligation to put into writing to the best of the Director's ability, the complaint as outlined by the grievant with the grievant then having an opportunity to review the complaint and indicating on the document a mark of acknowledgment to be witnessed by a human resource assistant.
4. After receipt of the written grievance document, it shall be the Director of Human Resource's obligation to investigate the charges alleged.
5. The Director of Human Resources shall, upon receipt of the complaint, provide a copy of the complaint to the party or parties cited, with instructions to provide, within ten (10) calendar days, a written response of explanation or answer.
6. In the Director of Human Resource's own discretion, the Director shall interview or do what ever is thought to be necessary to determine the facts related and relevant to the charges alleged. If deemed necessary, the Director may hold a hearing to review the charges and secure the responses, explanations, or answers, or appoint a special committee to do such, provided five (5) calendar days' advanced notice of the hearing is given to the grievant and all parties cited in the complaint by the grievant. The grievant shall also have the right to specifically request that the Director appoint a committee and the grievant shall also have the right to challenge the appointment of a committee member if the grievant feels the appointment would constitute a conflict of interest.
7. In addition to fact-finding, the Director shall also attempt to remedy or make recommendations to remedy any charges found to be valid. These recommendations will be reviewed by the Vice President of Workforce and Community Services.
8. Within twenty (20) working days after receipt of the complaint, the Director shall, in writing to the grievant, with copies to all parties cited, respond to the charges as outlined by the grievant by either rejecting the charges of unlawful discrimination, by indicating recommendations for remedy or indicating that remedies have occurred if the charges are found to be valid, or by indicating, with explanation, that the charges could not be rejected or validated within the time and framework of this grievance procedure as outlined herein.
9. The purpose of the time limit set forth in this grievance procedure is to provide for a fast and expeditious resolution of a complaint alleging unlawful discrimination for the benefit both of the grievant and the party or parties cited. In the event that delays are apparent, the grievant and the party or parties cited can waive the time limits set forth herein by jointly executing a written extension of time allowing the Director of Human Resources and Vice President of Workforce and Community Services additional time with which to complete the procedures as outlined above.
10. The grievance procedure shall be an addition to any other rights that either the grievant or the party or parties cited may have under the law and is not deemed to the exclusion of any other right or privilege.

Health-Related Emergencies

The college does not provide health care or medical emergency services. Students who require routine medical assistance must provide for their own care. Upon notification that a student has become ill or in need of emergency care, the college will contact emergency ambulance services for transport to nearby medical facilities. The student is responsible for all financial costs associated with these services.

A variety of health insurance plans by private providers are available for students. Health insurance information can be obtained at the Information Center in the Student Center, the lower level of the AD building, by the Game Room; or by calling the Office of Student Life at 610-799-1146.

Housing

Lehigh Carbon Community College does not provide on-campus housing for students.

Judicial System

The judicial system at Lehigh Carbon Community College includes a ten-member hearing board that is convened at the request of the Dean of Students to consider a variety of circumstances in which students have been charged with violating college policy and regulations. The Judicial Board consists of four faculty members appointed by the Faculty Association, two administrators appointed by the Vice President for Academic and Student Affairs, and four students, appointed by the Dean of Students in consultation with the Student Government Association. Jurisdiction of the board includes the following:

- Violations of regulations, policies or procedures of the college;
- Violations of the regulations of a student organization which is approved by the Student Government Association;
- Violations which arise related to student communication media;
- Violations of the Student Government Association Constitution;
- Violations of regulations or procedures that are established by the Student Government Association.

The college judicial system is fully outlined in "LCCC Rights, Freedoms and Responsibilities of Students, Article 5 Judicial System." Students interested in serving on the judicial board should contact the Student Government Association in the Office of Student Life (610-799-1146), or the Dean of Students (610-799-1137).

Ombudsman

The primary function of the Ombudsman is to receive requests for information and to hear specific complaints about any aspect of the college in terms of its functions, its policies, or its personnel.

The specifics of the complaint or problem are carefully investigated by the Ombudsman who then takes one of the following steps:

1. Resolves the matter informally through direct mediation between various parties involved.
2. Refers the matter, with or without a recommendation for action, to the appropriate college decision-making person or group.
3. Refers the matter for a formal hearing and resolution before the appropriate person or group.

If any student encounters problems at LCCC for which no solution has been reached by seeing the appropriate persons directly (teacher, counselor, administrative officer, etc.), the student should speak with the Ombudsman.

The Ombudsman, who reports directly to the President, cannot impose a resolution, change a policy or rectify a grievance per se. However, she does have broad investigative powers and various resources available. Questions can be effectively answered, needed adjustment identified, change initiated, and resolutions to problems and grievances can be suggested. For more information, refer to Article 5.4 in the Rights, Freedoms, and Responsibilities of Students.

School Closing

When inclement weather forces classes to be cancelled, students will be notified through the following radio and television stations in Lehigh and Carbon Counties:

AM Stations WAEB-790, WEST-1400, WGPA-1100, WHOL-1600, WLSH-1410, WTKZ-1320, WPPA-1360

FM Stations WAEB-104.1, WBYN-107.5, WCTO-96.1, WLEV-100.7, WMGH-105.5, WODE-99.9, WXLV-90.3

TV Stations WNEP-Channel 16, WFMZ-Channel 69

You may also call 610.799.2121 for information regarding school closings, or check www.lccc.edu.

In the event that the opening of the college is delayed to a specific hour, classes prior to that hour will be cancelled. Classes will start at that hour and continue through the day.

Sexual Harassment

Revised: February 2010

Purpose

To create an academic and working environment free of sexual harassment and to establish a policy for handling sexual harassment issues, including procedures for resolution of allegations of sexual harassment or sexual assault. It is the responsibility of everyone (Board of Trustees, faculty, administrators, staff, students and visitors) to maintain an academic/work environment free from harassment of any kind whatsoever for all students, faculty, and staff, and visitors.

Accountability

Under the direction of the President, the Director of Human Resources shall ensure compliance with this policy. The Director of Human Resources, in conjunction with the Vice Presidents, Deans, Ombudsman, and all other staff in a supervisory capacity, shall implement this policy. The Director of Human Resources also serves as the Equal Employment Opportunity and Affirmative Action Officer.

Policy

Definition: Sexual harassment - unwelcome or unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of an individual's employment, study, or participation in College sponsored activities;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting individual's study, employment, or participation in College sponsored activities; or
3. Such conduct of sexual nature which creates an intimidating, hostile, threatening, or offensive working or learning environment.
4. Examples of behavior which may be considered sexual harassment include, but are not limited to:
 - Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, or grades;
 - Direct propositions of a sexual nature;
 - Sexually explicit statements, questions, jokes, or teasing;
 - Unnecessary touching, patting, hugging, or brushing against a person's body;
 - Remarks of a sexual nature regarding a person's clothing, body, sexual activity, previous sexual experience, or sexual orientation;
 - Repeated requests for dates or social interaction made through verbal requests, notes, telephone calls, facsimiles, e-mail, etc;
 - Visual displays of inappropriate sexual images; and
 - Attempted or actual incidents of sexual assault

Consensual Relationships

Consensual relationships include sexual or romantic relationships, and other conduct which passes beyond a platonic relationship. Consensual relationships occurring between supervisors and subordinates, or faculty/staff members and students, can lead to circumstances which may be interpreted as sexual harassment. Consensual relationships may also be viewed as causing a hostile or offensive work environment when other staff members or students believe that the person(s) involved in the relationship(s) is/are receiving favorable treatment in employment or educational decisions and actions.

The College discourages any sexual or romantic relationship between a faculty/staff member and a student where the faculty/staff member has authority, influence, or responsibility with regard to that student. Similarly, the College discourages any sexual or romantic relationship between a

supervisor with a staff employee, where the supervisor has authority, influence, or responsibility with regard to that employee. If such relationship should develop, the individual with the power of status advantage shall notify the appropriate Vice President, Dean, Associate Dean, or Director and the College may alter the schedule of the student, faculty/staff member or the reporting structure of the subordinate or transfer or reassign one or both of the individuals. If the College determines that it is impractical to alter the schedule, transfer, or reassign individuals, appropriate action will be taken.

Requirements

Lehigh Carbon Community College is committed to creating and maintaining a working and learning environment for all faculty, staff, and students, which is free of objectionable, disrespectful, and harassing conduct or communication of a sexual nature. The College will not tolerate any conduct of a sexual nature, which creates an intimidating, hostile, threatening, or offensive working or learning environment. The College views all forms of sexual harassment and all attempts to commit such acts as a serious offense and will impose disciplinary action including expulsion, required withdrawal, suspension or termination.

The College is committed to maintaining an environment free from sexual harassment toward visitors. Sexual harassment behavior by employees, students, or contractors toward visitors will not be tolerated by the College and will be addressed by this policy.

Duty to investigate

Allegations of sexual harassment require that the College take action to investigate and remedy the situation, if harassment has occurred. The College is legally obligated to take action to eliminate sexual harassment that is known or should have been known to anyone in an executive, managerial or supervisory capacity. Employees in supervisory roles must report allegations of sexual harassment in writing to the Director of Human Resources.

Complaint Procedures

Any employee, faculty or student may make verbal inquiries regarding sexual harassment to the Director of Human Resources, Dean of Student Development, and/or Ombudsman. The Director of Human Resources, Dean of Student Development, and/or Ombudsman will discuss the situation with the individual and recommend steps the person may take toward resolution of the problem, and may refer the inquirer to other appropriate sources as assistance.

Any faculty or staff member may report allegations of sexual harassment to their immediate superior. Students may report sexual harassment complaints to the Dean of Student Development, Ombudsman, Dean or designee, or a faculty member who will report it to the Director of Human Resources. Individuals may also report sexual harassment complaints directly to the Director of Human Resources.

Option for filing complaints of sexual harassment:

Formal Complaint – a verbal or written complaint initiated and signed by an applicant, employee or student to immediate supervisor, Director of Human Resources, Dean of Student Development, and/or Ombudsman.

1. Complaints in writing should be filed with the Director of Human Resources within thirty (30) business days of the occurrence of the alleged objectionable behavior whenever practicable.
2. An investigation shall be conducted to determine if there is a basis for the complainant's allegations.
3. The individual accused of sexual harassment will be advised of the allegations, , and the opportunity to respond to the allegations will be given.
4. Should cause be found to support the allegations:
 - a. the Director of Human Resources will identify appropriate solutions that may include disciplinary action

- b. will report those recommendations to the person responsible for the department in which the alleged sexual harassment occurred

The intentional filing of a false complaint may subject the complainant to discipline. Anyone who believes that he/she has been the subject of a false complaint of sexual harassment may meet with the Director of Human Resources to discuss allegations. Students, employees, or applicants shall not be subjected to interference, coercion, reprisal, or retaliation for filing a complaint or serving as a witness in any authorized proceeding designed to foster the implementation of this policy. Retaliation is a separate and distinct offense under this policy. Any person found to have retaliated against employees or those cooperating with a sexual harassment investigation will be subject to disciplinary action, which may include termination of employment.

Smoking Policy

Lehigh Carbon Community College is dedicated to providing a healthy, comfortable and productive environment for all employees, students and visitors.

Purpose: The purpose of a smoke-free campus is to limit exposure of the College Community to the effects of second-hand smoke, and to reduce the risk of fire in and around our buildings.

Effective March 1, 2007, the College will become a smoke-free and tobacco-free campus. The College has adopted the following policy related to smoking and tobacco use.

Smoking and/or the use of tobacco products is prohibited in all buildings and on all grounds of the Schnecksville campus of Lehigh Carbon Community College. Smoking and/or the use of tobacco products is prohibited at all other College-owned and College-leased buildings and grounds and owned or leased vehicles.

The following fines will be imposed:

First Offense: Warning

Second Offense: \$15

Third Offense: \$40

Fourth Offense: Individual is subject to disciplinary procedures as appropriate.

Nonpayment of fine may reflect disciplinary procedures as appropriate per the College's Policy and Procedures Manual and Student Handbook and/or suspension of library privileges and/or a hold on student grades.

Students - Breaches of this policy will be subject to Student Code of Conduct procedures applicable as appropriate per the College's Policy and Procedures Manual and Student Handbook.

Student Government Association (SGA)

All students at LCCC are eligible to participate in the affairs of student government. Election of student government senators are held each year. We encourage you to become active in the Student Government Association or one of the various clubs and activities organized under its jurisdiction. Each organization, to function as a duly recognized student group, is required to be chartered through SGA. Clubs are represented on Student Government through the Club Council.

SGA Senators are responsible for management of student monies and the allocation of funds to all SGA-sponsored clubs and organizations. SGA also provides a broad program of cultural, social and athletic opportunities to serve the diverse needs and interests of the student body. Service to the institution and the community is the goal of the organization.

Student Government meets every first and third Tuesday in the Student Center SGA Conference Room. Club Council meets in an open session twice each semester. Copies of the SGA Constitution are available in the Student Life Office.

Student Records

The Family Educational Rights and Privacy Act of 1974

"The Buckley Amendment"

Introduction

Lehigh Carbon Community College agrees with the intent of the Family Rights and Privacy Act which is:

1. The right to inspect and review the student's education records within 45 days of the day LCCC receives a request for access.

Students should submit to the Director of Enrollment Services written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask LCCC to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If LCCC decides not to amend the record as requested by the student, LCCC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, LCCC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by LCCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Accessible records do not include financial records of a student's parents, confidential letters, statements and/or recommendations which were placed in the educational records prior to January 1, 1975.

Data Collection

The college collects information from all students and maintains files necessary for the operation of the college as well as for meeting the needs of the students. The following represents the types of information collected, where stored, and under whose authority the information is maintained. The lists are not intended to be all inclusive but should help the student gain a feeling for the kinds of information maintained by the various offices of the college.

A. Enrollment Services Office

1. Transcript

2. Application for Admission
3. Change of Information Form
4. Withdrawal requests
5. Change of program forms
6. Change of grade forms
7. Graduation evaluation report
8. Degree applications
9. Records of abstenteeism by instructors
10. Transcripts from previous colleges of attendance (Restricted programs only)
11. High school transcript

The college regards these data as the major official student file, to which the student is privy under the Rights and Privacy Act. Access to these records is controlled by the Director of the Enrollment Services.

B. Financial Aid Office

A student's folder may include one or more of the following:

1. Application for aid
2. Financial statements
3. Affidavits
4. Award letter
5. Award acceptance letter
6. Receipt of payment
7. Copies of check payments
8. Correspondence with students

Access to these records is controlled by the Director of Financial Aid.

C. Office of the Dean of Students

1. Records of disciplinary action taken by the college

Access to these records is controlled by the Dean of Students.

D. Veteran's Office

1. Copies of student forms and correspondence
2. Veterans administration forms and correspondence

Access to these records is controlled by the Director of the Enrollment Services Office.

E. Career Services Office

1. Registration forms
2. Personal data sheet
3. Confidential references
4. Copies of student correspondence

Access to these records is controlled by the Director of Career Services.

Review and Expunging of Records

The Office of Enrollment Services reviews student documents and prepares them for imaging. Prior to 1994, student files were microfilmed.

If you attended prior to fall 1985, your academic transcript is microfilmed and is available in Enrollment Services. If you attended after fall 1985, your academic transcript can be accessed on our student information system, Banner. The student can access their transcript by using their Bannerweb password.

Unless required by law or otherwise benefiting the student to retain the files for a longer period of time (such as the case with the placement file), the records of other offices are usually destroyed approximately two years after the student's last date of attendance.

Preparation of Copies

Those records that are by law accessible to students may be copied upon written request by the student at a cost of 10¢ per page.

Right for a Hearing

The law provides for an opportunity for a hearing if a student desires to challenge what he/she finds to be inaccurate, misleading or inappropriate information in his/her files. It does not preclude attempts to settle disputes by informal means.

If a formal hearing is requested, attempts shall be made to conduct the hearing within sixty (60) days of the request; however, extensions may be provided by mutual consent. The hearing shall be conducted, and the decision rendered by a college official or other party who does not have a direct interest in the outcome of the hearing. The decision shall be rendered in writing within thirty (30) days after the conclusion of the hearing.

Directory Information Release

The law provides that the college may make "directory information" available at its discretion. However, students may request the Enrollment Services Office that such information pertaining to them not be made available. "Directory information" includes: names; address; e-mail address; telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; and full- or part-time enrollment status.

The college does not make "directory information" available commercially but only to authorized inquirers. Release of student information to the US military is under the regulations of the Solomon Amendment.

Technology Guidelines

Revised: February 2005

The Committee strives to maintain access for its faculty, staff, students, and administrators to local, national, and international sources of information and to provide an atmosphere that encourages sharing of knowledge, the creative process, and collaborative efforts. Users are entitled to use the College's computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with LCCC, and other College-sanctioned activities. Access to electronic information systems at the College is a privilege, not a right, and must be treated as such by all users of these systems.

All users must act responsibly and maintain the integrity of these resources. The College reserves the rights to limit, restrict, or extend computing privileges and access to its resources. The College expects individuals to be careful, honest, responsible, and civil in the use of computers and networks. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to College Information systems.

Technology Policy on Responsible Use of College Computing Resources

Date of Issue: February 2004

A. General Statement

As a part of the physical and social learning infrastructure, the College acquires, develops and maintains computers, computer systems, and networks. These computing resources are intended for College-related purposes, including direct and indirect support of the College's instruction and service missions; of College administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the College community and between the College community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of College computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of College computing resources, like the use of any other College-provided resource and like any other College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must

abide by all application restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

B. Applicability

This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems or networks provided or operated by specific units of the College or to uses within specific units.

C. Policy

All users of College computing resources must:

Comply with all federal, state and other applicable laws; all generally applicable College rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the electronic communications privacy act and the computer fraud and abuse act, which prohibit "hacking", "cracking", and similar activities; the College's code of student conduct; the College's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.

Use only those computing resources that are authorized for use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.

Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other activity limit applicable to all uses of College computing resources, the College may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of College computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

Refrain from stating or implying that the user speaks on behalf of the College and from using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College.

D. Enforcement

Users who violate this policy may be denied access to College computing resources and may be subject to other penalties and disciplinary action, both within and outside of the College. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated and any penalties or other discipline will normally be imposed by the College judicial board. However, the College may temporarily suspend or block access to an account prior to the initiation or completion of such procedures when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability. The College may also refer

suspected violations of applicable law to appropriate law enforcement agencies.

E. Security and Privacy

The College employs various measures to protect security of its computing resources and of their users' accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should be aware that their uses of College computing resources are not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendering of service. The College may also specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and communications, without notice, when (a) the user has voluntarily made them accessible to the public, as by posting to a web page; (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability; (c) there is reasonable cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) it is otherwise required or permitted by law.

The College, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings.

Student Travel Policy

Date of Issue: February 2009

Sponsored travel is that which is initiated, actively managed, planned and arranged by a member of the College's faculty or staff and is approved by the appropriate reporting Dean. Travel must be consistent with College's mission and chaperoned by a faculty or staff member. Travel must be planned so as not to create an undue interference with academic/work responsibilities. Students who sign releases and thereby commit to participating in trips and travel as indicated herein are responsible for payment of any costs associated with the event, even if unable to attend. Refunds cannot be granted for any travel covered by this policy.

Athletics/Clubs

The following is to be completed:

- A schedule of travel athletic events listing the dates and team members (submitted to the Dean of Student Development and the Finance Office the beginning of each athletic season)
- Emergency contact information for student and coach (coach must carry a copy of all emergency contact information for all students participating in the athletic activity and file a copy with Student Services Division)

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Club trips will follow the Trip/Tour procedures.

Field Trips

The field trip must be conducted as part of a course currently being offered by the College and participation is limited to the College students enrolled in the course. The following is to be completed:

- Field Trip Detailed Proposal Form (submitted to the Dean of Academic Services and Vice President for Finance and Facilities/Controller ten [10] working days prior to trip)
- Field Trip Student Releases (filed with Finance Office ten [10] working days prior to trip)
- All necessary budget approvals (must be secured from the Dean of Academic Services and Vice President for Finance and Facilities/Controller prior to travel)

- Emergency contact information for student and faculty member (faculty member must carry a copy of all emergency contact information for all students participating in the trip and file a copy with Academic Services Division)
- Participant fees collected in College account. Travel expenses paid by College (if applicable).

Study Abroad

The study abroad/travel must be designed in conjunction with an approved credit course and will include the production of academic artifacts by those participants who are students enrolled for credit. Other participants may include students enrolled to audit the course, LCCC employees and other non LCCC trip participants.

The following is to be completed:

- Study Abroad Detailed Proposal Form (submitted to Dean of Academic Services and Vice President for Finance and Facilities/Controller one [1] semester prior to trip)
- Study Abroad Student Releases (filed with Finance Office one [1] month prior to the trip)
- All necessary budget approvals (must be secured from the Dean of Academic Services and Vice President for Finance and Facilities/Controller prior to travel)
- Emergency contact information for student and faculty member (faculty member must carry a copy of all emergency contact information for all students participating in the trip and file a copy with Academic Services Division)
- Faculty Responsibilities Memorandum of Agreement (signed and submitted to Dean of Academic Services prior to travel)
- Participant fees collected in College account. Travel expenses paid by College.

Tours and Trips

The following is to be completed:

- Tour/Trip Detailed Proposal Form (submitted to the appropriate Dean and Vice President for Finance and Facilities/Controller ten [10] days prior to trip)
- Tour/Trip Student and/or Guest Releases (filed with Finance Office)
- All necessary budget approvals must be secured from the appropriate Dean and for Finance and Facilities/Controller prior to travel
- Emergency contact information for student and faculty/staff member (faculty/staff member must carry a copy of all emergency contact information for all students participating in the trip and file a copy with appropriate College Division)
- Participant fees collected in College account. Travel expenses paid by College.

The Rights, Freedoms and Responsibilities of Students

Please Note: At the time this publication went to print this document was under revision. For the most current edition of the LCCC Rights, Freedom and Responsibilities of Students please refer to the college's website, www.lccc.edu.

Lehigh Carbon Community College Security and Safety Department

Motor Vehicle, Traffic, and Parking Regulations

All students who possess, maintain, or operate motor vehicles (including motorcycles, motorbikes, motor scooters, or any other motor-driven vehicle) shall register each motor vehicle to be operated on the college campus and obtain the appropriate car registration sticker(s). Students' vehicles must be parked in areas designated as Student Parking Lots ONLY.

The operation of motor vehicles on campus roadways and the registering of motor vehicles for the purpose of obtaining parking permits to park in college parking lots are to be considered privileges and not rights of individuals. Lehigh Carbon Community College reserves the right to deny or revoke such privileges at any time to any and all persons who fail to adhere to these regulations.

All vehicles used by students are encouraged to have a registration sticker displayed on the rear window. Students may register more than one car. The sticker number enables the security officer to identify and notify the vehicle's owner in case of any problem with the vehicle.

This registration shall be done at the same time a student registers for classes. If the student is unable to register his vehicle at this time, he/she may return the registration card to the Student Information Desk when properly completed. It is the student's responsibility to notify personnel at the Student Information Desk of any change of status with regard to motor vehicle registration. Parking stickers are issued free of charge.

Faculty and staff must have either a parking hand tag or placard when parking at LCCC. Regular faculty and staff will be issued one hang tag. It is the responsibility of the individual to transfer the hang tag from one car to another if need be. Temporary staff, adjunct faculty and noncredit instructors will be issued parking placards. The hang tags and placards must be visibly displayed when parking in any faculty/staff lots or spaces on campus. The hang tags and placards are available at the Office of Campus Security and Safety.

Parking

Parking lots are patrolled regularly (this includes weekends and holidays), and each person is expected to park in accordance with rules and regulations. Report unsafe conditions to the Security and Safety Office immediately.

At no time may vehicles be parked in unauthorized and prohibited areas such as on lawns and walkways, or in a manner that constitutes double parking, the blocking of walkways, roadways, or fire zones, etc.

The college reserves the right to alter parking assignments on a permanent or temporary basis when new construction, major repairs, and emergency situations require such changes.

No persons shall abandon a motor vehicle of any kind on college property. Should any vehicle parked on campus become disabled, the owner/driver of that vehicle shall report the condition to the Office of Security and Safety immediately. Vehicles requiring repairs shall be tended to by the owner/driver within 24 hours. Vehicles parked under the above-stated regulations for more than 48 hours may be towed away and stored at the expense of the owner/driver.

Enforcement, Fines

The operation of motor vehicles on campus is subject to the following conditions:

1. The student vehicle registration sticker is issued free of charge and shall be displayed on the left side of the rear window. Stickers are not transferable.
2. Only students' cars registered with the college are permitted to park in college's facilities.
3. Handicap parking areas are clearly designated. Only those individuals with a state-issued handicap plate, placard or disabled veteran plate are permitted to park in these areas. Temporary handicap parking permits can be obtained for a 30-day period under certain circumstances. These permits can be obtained from the Faculty Learning Specialist for Students With Disabilities Office or the Security Office.
4. Students are not to park in those areas designated for faculty, staff, or visitors.

5. Parking on the grass within campus limits is not permitted.
6. Parking is restricted in front of steps, on roadways, and in any other Safety/Yellow Zone.
7. Reckless and inconsiderate driving on the campus is not permitted.
8. For safety in parking, drivers are expected to park their car face into the parking space, not backed in.
9. Motor vehicle operators are expected to follow the directional signs to avoid accidents and unnecessary obstructions.
10. The college assumes no responsibility for any theft or damage to vehicles.
11. Motorcycle parking is located in Lot A, west end, top tier.
12. Bicycle rack is located east side of LRC (underneath overhang).
13. All other rules and regulations established by the Commonwealth of Pennsylvania are applicable to the LCCC campus.

All persons operating motor vehicles on the campus are expected to cooperate with officers employed by the college whose duties include traffic and parking control. Parking enforcement is in effect 24 hours per day, seven days a week.

Parking violation tickets will be issued to vehicles illegally or improperly parked. The owner/operator of a ticketed vehicle is responsible for its disposition as directed on the reverse side of the copy. Failure to properly dispose of violation tickets will result in disciplinary action taken by the Dean of Student Services, i.e., the withholding of grades or transcripts, denial of registration for classes, etc. *Any student who accumulates 5 or more tickets during any school year may be subject to having his/her vehicle "booted" by the Office of Security and Safety. The fine would be \$10 plus contacting the Security Staff to remove the boot upon payment of all fines. The Dean of Student Services will also be notified of the incident as well. It is important to realize that you are not guaranteed a warning for a first offense.

Students who wish to appeal parking citations (tickets) must do so by contacting the Office of Security and Safety within 5 business days of the issuance of the citation. Failure to appeal the citation within the above time period will result in the loss of the right of appeal.

All violators' vehicles' license plates will be traced to determine ownership. Owners/drivers in violation will be contacted and held responsible for payments of initial fines, plus \$5 tracing cost.

A violation of any parking regulations shall result in the fining of the operator at any amount predetermined by the college. Failure to pay this fine within one week will increase the amount of the fine. Fines are found on the citation.

Traffic violations will also result in the issuing of a fine. The amount of this fine will also be predetermined by the college. Fines are found on the citation.

Traffic violations will also result in the issuing of a fine. The amount of this fine will also be predetermined by the college. Fines are found on the citation.

Delinquent accounts will result in the withholding of all transcripts, degrees, and refunds. Also, registration will be denied until all fines are paid.

At the discretion of the college, both traffic and non-traffic citations may be sent to the local magistrate when they become delinquent.

Parking Assignments and Lots

Students shall park in parking lots designated as Student Lots. These lots are A, D, E, F, and G. For parking purposes, students are defined as credit and noncredit students. (See map for lot locations.) Handicapped parking is located in Lot H (see map), and there are two (2) spaces in Employee Lot B, Lot C, Lot E, and an additional three (3) in Lot F. Handicap permits are obtained in the Office of Security and Safety..

Employee parking lots are identified as Lots B and C. No student is permitted to park in these lots or any other parking area posted for employees.

Reminder: No one will be permitted to park in roadways or walkways without authorization from the Security and Safety Office.

Student Parking

Here at LCCC over 1,100 parking spaces are provided. However, most spaces are not right next to the building. A distance of 40 to 300 yards may be necessary for you to walk. Student parking is provided as follows:

Lot A - 404 spaces

Lot D -	171 spaces
Lot E -	275 spaces
Lot F -	289 spaces
*Lot G -	34 spaces
Total -	1,139 student spaces

General Safety Information

1. Never leave your purse or wallet unattended.
2. Do not carry large sums of cash to the campus.
3. Evening students should try to park in Lots A-D-F, except for handicapped and Gym parking.
4. Don't leave your books lying around. There is a good market for used books.
5. Don't give locker combinations or car keys to others.
6. In case of an emergency at home, tell your next of kin to call 799-2121. Enrollment Services will make an effort to contact you.
7. Report all accidents or incidents to Campus Security and Safety.
8. Emergency evacuation routes are posted in every classroom/lab. Familiarize yourself with them.

Emergency Numbers

Campus Security and Safety.....	610-799-1169
Pennsylvania State Police	610 861-2026
Northern Valley Ambulance	911
Schnecksville Fire	911

Emergency Telephones

There are numerous RED emergency telephones located in the various buildings on campus. These telephones are to be used for EMERGENCY USE ONLY.

When using these phones, it is important to give your name, type of emergency and location of the emergency. It is important you stay on the line unless instructed otherwise.

The emergency phones are located at the following locations:

- | | |
|-------------------------|---------------------------|
| Lower AD Building | - Near Main stairs |
| | - North end of cafeteria |
| Student Union | - Lower level at elevator |
| | - Upper level at elevator |
| Lower SH Building | - By the elevator |
| | - By SH 32 Office Suite |
| Upper SH Building | - By the elevator |
| | - By SH 109 Office Suite |
| SH Building Hex Area | - By the courtesy phone |
| LRC Second Floor | - By listening viewing |
| | - By LR 207 |
| LRC Third Floor | - By the pay phone |
| | - By LR 314 |
| Lower Level Tech Center | - By north stairs |
| | - At the main entrance |
| | - At TC 124 |
| Upper Level Tech Center | - By north stairs |
| | - Near TC 213 |
| | - By TC 224 |
| Lower Level Gym | - By pay phone |
| Upper Level Gym | - By elevator |

It is important to remember that misuse of these emergency phones is a crime under Section 4905 of the PA Crimes Code.

In case of an emergency at home, tell your next of kin to call 610.799.2121. An effort will be made to contact you. Report all accidents or incidents to Campus Security & Safety at 610.799.1169

Emergency Call Boxes

Five (5) emergency call boxes have been placed throughout campus. They are at the following areas:

Lot A - Tier 2
Lot A - Tier 5
Lot C/D Walkway
Lot F Walkway
Lot G

These call boxes are very easy to operate. Just follow the instructions on the call box.

Fire and Building Evacuation

In case you should happen to discover a fire, please do the following:

1. Pull fire alarm.
2. Notify receptionist of location.
3. Evacuate building.

Fire and Building Evacuation

In case you should happen to discover a fire, please do the following:

1. Pull fire alarm.
2. Notify receptionist of location.
3. Evacuate building.

Whenever the fire alarm sounds (loud ringing bell and lights flashing on hallway ceilings), evacuate the building as soon as possible. Do not use elevators during evacuation. If you are on break, do not attempt to return to the classroom for your belongings. After leaving the building, proceed to a safe area approximately 100 yards away. Please do not block roadways or fire hydrants. There are emergency exit routes posted in all classrooms, labs, and office suites.

Lockers

For your convenience, lockers have been placed on the lower floor of the Administration Building. Although there is no charge for locker use, there is a \$5 refundable deposit on the lock. Go to the Business Office to pay the \$5 and obtain a combination lock. All locks will be removed during July, so it is advisable to return your combination at the end of the spring semester. Failure to do so will result in loss of your deposit. The college reserves the right to open any locker at any time. Any other locks other than college issued will be removed. Do not give your combination to friends.

Security Personnel

The department is currently staffed with seven (7) uniformed officers. These officers are trained on a continuous basis. The training includes CPR certification, knowledge in basic first aid, defensive tactics techniques and Act 235, The Lethal Weapons Training Act. The Lethal Weapons Training Act's purpose is to provide for the education, training, and certification of privately employed agents who, as an incidence to their employment, carry lethal weapons through a program administered or approved by the Commissioner of the Pennsylvania State Police.

The requirements for Act 235 are very stringent. The officer must take a physical examination, a psychological examination, and be fingerprinted by the State Police, who then does a background check on the officer. The Federal Bureau of Investigation may also get involved with examination of fingerprints.

The officers at LCCC are required to complete and be certified in the Lethal Weapons Training without firearms. The course consists of 27 class hours and consists of the following:

1. Legal Authority
2. Constitutional Authority
3. Pennsylvania Crimes Code
4. Limited Authority
5. Incident Investigation
6. Testifying in Court
7. Principles of Justification
8. Self-Defense

The officers must pass a written exam given at the end of the course.

This training permits the officer to carry a baton, mace, and handcuffs. The officers at LCCC do not carry any type of firearms. The officers must be recertified every five (5) years.

Officers often take other courses that will help them perform their duties in a proficient, professional manner. They are given information on seminars/workshops such as Conflict Management, Apprehension Procedures and Public Relations for their consideration. Also, numerous officers have participated in a course on the use of the side-handled baton. This is a 16 hour course for the basic class, and an additional 16 hours for the advanced course, and 8 hours for the annual recertification. After taking the side-handled baton course, the officers are certified to carry this instrument.

Any course that is available to the officer to enhance his/her training is also available to the general public to help them enhance their own safety. There is a small fee for each course.

The Office of Campus Security and Safety also utilizes the Criminal Justice students at the college as a student patrol. The members of the student patrols assist the uniformed officers in the patrolling of the campus, issuing of parking citations, and any other situations that may arise. The student patrols are given an introduction lesson to their function prior to actual duty.

To refresh and keep the officer's training up to date, there are copies of the videotapes used in the training classes which the officer periodically reviews. Also in the office are numerous periodicals and books that help to keep the officers up to date with current practices.

The officers are encouraged to join professional organizations dealing with their profession. The Campus Security and Safety Officer is a member in several professional organizations, such as:

1. American Society for Industrial Security (ASIS)
2. International Association of Campus Law Enforcement Administration (IACLEA)

These professional organizations have newsletters and periodicals that update the department on security measures, as well as information pertaining to future security training and legislation.

Each officer is permitted to carry mace, handcuffs and a straight baton. Officers may also carry the side-handled baton, expandable batons and mo-gem if trained and certified to do so. The officers also carry flashlights with them at all times. These lights are either a full-size light or the handy mini-mag:

Building Security Measures

All college buildings that are open to the public are equipped with an intrusion alarm system. This alarm system is comprised of infrared motion sensors, microwave motion sensors, and magnetic door switches. Every aspect complements the other aspects of the system. These alarms are utilized whenever the buildings are locked and closed to the public.

While the college is open, the officer(s) conducts patrols throughout the buildings and grounds. The officer(s) on duty carry a cellular phone and a two-way radio. With this radio, the officer can both receive any pages or telephone calls in order to make a quicker response or report any condition that may require assistance.

Access to Buildings and Labs

Since we are a community college and do not have any on-campus housing, the college buildings are not open to the public 24 hours a day. The college has set hours that the buildings are open. These are as follows:

Monday-Thursday-	0700 to 2230 (7 a.m. to 10:30 p.m.)
Friday	- 0700 to 1700 (7 a.m. to 5 p.m.)
*Saturday	- 0700 to 1200 (7 a.m. to 12 noon)

(*Saturday hours are only in effect during the fall and spring semesters.)

The college is also closed for the following holidays:

New Year's Day	Thanksgiving Day
Day before New Year's	Friday after Thanksgiving
Good Friday	Day before Christmas
Memorial Day	Christmas
Independence Day	Day after Christmas
Labor Day	

Whenever the college is closed, the buildings are protected by a uniformed security officer and by an intrusion alarm system.

Lab Passes

If a student would want access to a specific lab, office or other restricted area, that student must possess a lab pass signed by an instructor or other authority figure before gaining access to the area. The Security and Safety Department also receives a student directory and a copy of class lists to verify the individuals.

Animals/Pets on Campus

Animals and pets are prohibited from the college grounds, especially inside the buildings. The only exception are "guide" or "working" dogs.

Campus Lighting

The outdoor lighting on campus is made up of mercury lights and sodium vapor lights. These sodium vapor lights are excellent exterior lights because they reduce the effect of fog and other bad weather conditions. The exterior lights are computer regulated and are scheduled to come on at dusk, and the majority of the exterior parking lot lights go off at 2245 hours (10:45 p.m.). This time was chosen because everyone should be off the campus at this time. The area lights (these are lights that surround the buildings on campus) stay on all night long. This enables the officer on duty to visually inspect the building perimeters while on patrol.

Campus Crime Information and Statistics

Alcoholic Beverage and Narcotics Policy

Alcoholic beverages are prohibited on campus at all times regardless of your age. If you are caught with alcohol on campus, it will be confiscated, and you will be asked to leave the campus. Students caught with alcohol on campus will have their I.D. taken. They will then pick up their I.D. at the Dean of Student Services Office. The Dean of Student Services will issue the necessary sanctions which may include fines, community service work, suspension or expulsion from all college activities, along with the possibility of criminal charges.

All illegal narcotics are prohibited on campus and at all college-sponsored events. Anyone caught possessing, transporting, or selling a controlled substance is in violation of both college and state laws. College sanctions include fines, community service work, expulsion from all college activities, along with the possibility of criminal charges. The Pennsylvania State Police may also be summoned. As a result, criminal charges are possible.

Firearms/Weapons Policy

Firearms, or any type of weapons, are prohibited on college property. This includes the main campus as well as our satellite sites. Any violators to this policy will be referred to the Dean of Students and the Pennsylvania State Police. As a result, criminal charges are possible.

Criminal Records

Lehigh Carbon Community College has an "open-door" policy, which means anyone can be admitted as a student.

All employees undergo a reference check prior to being hired. They must also reveal any prior criminal convictions on their application for employment.

Campus Security Jurisdiction

The Office of Campus Security and Safety is supervised by the Security and Safety Officer. He oversees and coordinates the security needs of the campus. The Security and Safety Officer reports to the Director of Operations and Maintenance. The Director of Operations and Maintenance's Office is the administrative office responsible for campus security.

The security officers on campus have the right to restrain and detain any individual on campus that is involved in a wrongdoing if the situation warrants it. The security officers do have the power of arrest. This power is given to them by the Commonwealth of Pennsylvania in rules 3, 65, and 133 of the Rules of Criminal Procedures. The arrest power lies under the heading of a "Private Complaint."

The Office of Campus Security and Safety maintains a professional repertoire with the State Police. Since the college lies within their jurisdiction, they are summoned whenever a situation requires their attention. As a result of the College and University Security Information Act, we will be filing Uniform Crime Reports (UCRs) with the State Police as required.

The satellite sites of Lehigh Carbon Community College fall within the jurisdiction of the local municipal police department of that area. The satellite sites of the college include, but are not limited to, the following: a downtown Allentown site at the Donley Center, a Carbon County site, and classes are offered at various high schools within the sponsoring districts.

Crime Rates

The College and University Security Information Act (Act 73) requires that all Pennsylvania colleges and universities furnish students and employees with statistics regarding campus crimes, along with campus security practices.

Crime rates are indicators of reported crime activity standardized by population. They are more refined indicators for comparative purposes than are volume figures. The Uniform Crime Report (UCR) Program provides three (3) types of crime rates: offense rates, arrest rates, and clearance rates. We will be using the offense rate.

An offense rate, defined as the number of offenses per 100,000 population, is derived by first dividing a jurisdiction's population by 100,000 and then dividing the number of offenses by the resulting figure.

A copy of the current crime statistics can be found in the brochure rack outside the Office of Campus Security & Safety, or on the college website: www.lccc.edu.

Example:

a. Population of jurisdiction: 8,492.

b. Number of known specific offenses for jurisdiction for 2009.

Divide 8,492 by 100,000 = .08492

Divide 26 (thefts) by .08492 = 306.17

The offense rate for that specific offense is 306.17 per 100,000 people. The number .08492 can now be divided into the totals of any offense class to produce a crime rate for that offense.

The jurisdiction population for the college is based on student head count and full-time equivalent employees. (This population changes with every term.)

The jurisdiction population for the college is based on student head count and full-time equivalent employees. (This population changes with every term.)

2009

Head Count.....8,127

FTE Employees.....365

	Actual Number	Number of	Rate Per
Offense	of Offenses	Cleared Offenses	100,000

Main Campus:

Theft (including attempts)	26	10	306.17
Criminal Mischief	4	2	44.73

Defiant Trespass	1	1	11.83
Disorderly Conduct	2	0	23.55
Public Disturbance	3	2	35.33
Suspicious Person	1	1	11.83
Illegal Dumping	1	1	11.83
Unlawful Solicitation	1	1	11.83
Possession of Drug Paraphernalia	1	1	11.83
Harassment	6	1	70.65

Donley Center:

Theft	2	0	23.55
Public Disturbance	6	2	70.65
Defiant Trespass	1	1	11.83

Morgan Center:

Theft	2	0	23.55
Vandalism	1	0	11.83
Harassment	1	1	11.83

Carbon Site:

Theft		1	0	11.83
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2008

Head Count.....6,985

FTE Employees.....364

Offense	Actual Number of Offenses	Number of Cleared Offenses	Rate Per 100,000
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Main Campus:

Theft (including attempts)	27	9	367.40
Vandalism	1	1	13.61
Disorderly Conduct	3	3	40.82
Criminal Mischief	1	0	13.61
Defiant Trespass	2	0	27.21
Harassment	1	1	13.61

Donley Center:

Theft	1	0	13.61
Defiant Trespass	1	1	13.61
Disorderly Conduct	4	4	54.43

Procedures for Victims of Sexual Assault

SEXUAL ASSAULT - Regulation IV.25

In accordance with Pennsylvania State and Federal law, referred to as the College and University and Security Information Act 73 and the Student Right to Know and Campus Security Act, respectively, Lehigh Carbon Community College in accordance with the Higher Education Act amended as of 1992 will report sexual assault crime statistics and provide guidelines on sexual assault to students and LCCC employees.

MEMBERS WHO HAVE BEEN SEXUALLY ASSAULTED

Definition: Sexual Assault—Any sexual act physically directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

I. Sexual Assault Protocol

- A.** If you are in need of immediate medical attention, contact the local police and campus security.
- B.** Campus security will arrange transportation to hospitals for victims of sexual assault. To request transportation, contact campus security at:

CAMPUS SECURITY

- 1. From 8:00 a.m. to 9:45 p.m.: Monday through Friday**
8:00 a.m. to 12 Noon: Saturday (if classes are held)
Dial 1911 from any telephone on campus (except pay telephones)
OR
Lift handset from red emergency phones at the following locations:
 - Lower AD Building
 - Near Main stairs
 - North end of cafeteria
 - Student Union
 - Lower level at elevator
 - Upper level at elevator

- Lower SH Building
 - By the elevator
 - By SH 32 Office Suite
- Upper SH Building
 - By the elevator
 - By SH 109 Office Suite
- SH Building Hex Area
 - By the courtesy phone
- LRC Second Floor
 - By listening viewing
 - By LR 207
- LRC Third Floor
 - By the pay phone
 - By LR 314
- Lower Level Tech Center
 - By north stairs
 - At the main entrance
 - At TC 124
- Upper Level Tech Center
 - By north stairs
 - Near TC 213
 - By TC 224
- Lower Level Gym
 - By pay phone
- Upper Level Gym
 - By elevator

Emergency calls ring in the security office, reception desk and in the records office. If the security officer is not in the security office, he or she will be paged immediately or if appropriate and available, the college nurse will be summoned.

2. After 9:45 p.m.: Monday through Friday
 - 12:00 Noon: Saturday (if classes are held)
 - Holidays and Weekends (also Saturdays with no classes)

Dial **610-508-0216**. You will reach the security officer's voice pager. Give your name, location and nature of emergency. The pager will summon the security officer on duty.

LOCAL POLICE

Dial 911 from any telephone on campus. You will reach the Lehigh County Emergency Based Radio Center. If you need an ambulance, ask that the North Whitehall Ambulance be dispatched to the college for a health emergency. Have someone watch for the ambulance's arrival and guide the crew to the emergency location.

- C. Male victims of sexual assault receive the same services as women.

II. IMMEDIATE MEDICAL TREATMENT

It is important to seek immediate and follow-up medical attention for several reasons:

- A. To assess and treat any physical injuries sustained.
- B. To determine the risk of sexually transmitted diseases or pregnancy.
- C. To protect evidence which will aid criminal prosecution.
 1. Physical evidence should be gathered immediately, ideally within 24 hours. It may be collected later, but there is a risk that the quality and quantity of evidence may be diminished. It is imperative that any evidence be preserved including items of clothing, objects which may contain fingerprints, and pieces of hair or bodily fluid which may provide forensic information.
 2. A special examination should be conducted as soon as possible following the assault. This examination is performed by an Emergency Room Physician or a Gynecologist. This examination will be used to assess your physical condition and to collect specimens for evidence that may be used in future proceedings. Even if you have not been physically injured beyond the assault itself, this special examination is recommended to maintain your legal options. Once the evidence is collected, it may be stored in case you wish to press criminal charges. You may request that a support person of your choice be present throughout the procedure.
 3. In the Lehigh and Carbon County areas this special procedure is provided at many local emergency rooms. These hospital emergency departments follow national standards for victim care, rape exams and evidence collection procedures:

Area Hospitals

- | | |
|--|--------------|
| Easton Hospital, Easton | 610-250-4000 |
| Gnaden Huetten Memorial Hospital, Lehighton | 610-377-1300 |

Lehigh Valley Hospital, 17th and Chew, Allentown	610-402-2226
<i>Cedar Crest, I-78</i>	610-402-8111
<i>Muhlenberg, Westgate</i>	484-884-2521
Miners Memorial Medical Center, Coaldale	570-645-2131
Palmerton Hospital, Palmerton	610-826-3141
St. Luke's Hospital, Bethlehem	610-954-4000
<i>Allentown</i>	610-770-8300
<i>Quakertown</i>	215-538-4500

Ordinarily the Police Department will be contacted by hospital personnel whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and police are contacted, it is still your option to proceed with criminal charges.

III. Non-Emergency Medical Procedures

- A. It is still important to get medical attention even if you do not have evidence collected at the hospital. An exam in this case will include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged by contacting a local hospital in your area or:

Crime Victims Council of Lehigh Valley, Inc. (Lehigh County)

509 N. Seventh Street, Allentown, PA 18102
Hours: 9:00 a.m. - 5:00 p.m., M-F
610-437-6611—24 Hour Sexual Assault Hotline

Women in Crisis (Carbon County)

182 S. First Street, P.O. Box 155, Lehighton, PA 18235
Hours: 8:30 a.m. - 4:30 p.m., M-F
1-800-424-5600—24 Hour Hotline

IV. Reporting to Police and Campus Security

- A. You may choose to file a criminal charge with the police or you may file a charge with College security or Administration. If you choose to file criminal charges, you must file charges with the police. Campus security is required by law to contact local police any time a crime has been committed. The campus security staff will give the police a written copy of their report. You may request that your identity be kept confidential until/unless you make a commitment to proceed with criminal or College prosecution.
- B. You may be asked for the following information so try to observe the following:
1. Location of the assault.
 2. Who was the assailant?
 3. Describe the assailant—height, weight, color of hair and eyes, clothing—think of details such as printing on shirt or cap, any physical characteristics such as speech, voice, lisp, stutter, frequently used or repeated phrases, tattoos, marks on body, type of shoes, brand name of clothing—as much detail as possible can be helpful.
 4. What was your relationship to the assailant, if any?
 5. How long did the assault last, what occurred—in detail?
 6. Were you restrained in any way—tied down, etc.?
 7. If the assailant was unknown, how did you encounter the assailant?
 8. Do you know how the assailant gained access to the facility if the assault occurred indoors?
 9. Which direction did he/she come from or down which hall?

V. Student Disciplinary Action If You Have Been Sexually Assaulted

A. Investigate Options

If you have been assaulted by another student or group of students and are considering College action, you are encouraged to discuss the matter with the Dean of Students. This will enable you to review procedures should you decide to file formal charges through the College's disciplinary system. This discussion does not obligate you to pursue official action.

A student who is the victim of sexual assault has several options with regard to how the case is handled. The student may choose to:

1. Press criminal charges through the local police departments.
2. Press charges through the College disciplinary system as stated in the Student Handbook.
3. Press charges through both systems concurrently.
4. Press no charges but request a meeting with the assailant to discuss the incident.

B. Initiate Disciplinary Charges

Should a sexual assault occur on campus or at a College-sponsored activity off campus, the College has the legal obligation to report this violation to the appropriate law enforcement agency. In addition to being subject to possible criminal liability, a student may be subject to sanctions of the Student Code of Conduct.

VI. **Maintaining Personal Security**

At your request, the Dean of Students may make special provisions for assistance in changing academic situations after an alleged sexual assault incident and if such changes are reasonably available.

VII. **Reporting Sexual Assault Involving College Employees**

If you have been sexually assaulted by a College employee/employees, this is a violation of the law and College regulations. Such complaints can be reported to the local police, Campus Security or the Director of Human Resources. The Dean of Students will assist you with this report if necessary.

VIII. **Sexual Harassment**

Members of the College community should also be aware of the College regulations regarding sexual harassment. This is a separate policy, and information regarding this policy can be found in the Student Handbook, obtained from the Director of Human Resources or the Dean of Students.

RESOURCES

	Room #	Telephone #
Emergency Phone Numbers		
Campus Security	AD 103D	610-799-1911
Dean of Students	AD 126	610-799-1137
Director of Human Resources	AD 108	610-799-1107
College Counselors		
Student Services	AD 126	610-799-1137

Area Hospitals

Easton Hospital, Easton		610-250-4000
Gnaden Huetten Memorial Hospital, Lehighton		610-377-1300
Lehigh Valley Hospital, 17th and Chew, Allentown		610-402-2226
Cedar Crest, I-78		610-402-8111
Muhlenberg, Westgate		484-884-2521
Miners Memorial Medical Center, Coaldale		570-645-2131
Palmerton Hospital, Palmerton		610-826-3141
St. Luke's Hospital, Bethlehem		610-954-4000
Allentown		610-770-8300
Quakertown		215-538-4500

Emotional Support Counseling/Advocacy

Crime Victims Council of Lehigh Valley, Inc.	610-437-6611
509 N. 7th St., Allentown, PA 1810224-hour sexual assault hotline	
Women in Crisis	1-800-424-5600
182 S. 1st Street, P.O. Box 155, Lehighton, PA 1823524-hour hotline	