

# **Pearl River Community College**

## **Public Safety Manual**

We would like to welcome you to Pearl River Community College. The upcoming academic year has many activities and educational goals set in place for you. We here at the campus police department encourage you to be involved with the many opportunities that PRCC offers. During your educational and recreational time here at PRCC, we want to provide you with a safe and friendly environment. The campus police is a state certified police department, staffed with state certified police officers who are vested with full law enforcement and arrest powers. This is in place to provide you with a safe environment, which fosters education, protection, and service. We are committed to the prevention of crime and the protection of life and property, which we hope will make for a better college experience for you.

### **DOUG ROWELL**

Director of Public Safety

Chief of Police — Poplarville

### **DAWN BROUSSARD**

Chief of Police — Hattiesburg

**POPLARVILLE CAMPUS**

- Campus Police. . . . .601-403-1300
- Police Dept. Desk Sergeant. . . . .601-403-1383
- Poplarville Police Dept.. . . . .601-795-4447
- Poplarville Fire Dept.. . . . .601-795-2241
- Ambulance. . . . .601-264-5211
- Center for Disease Control. . . . .404-639-3311
- College Nurse. . . . .601-403-1303

**HATTIESBURG CAMPUS**

- Campus Police. . . . .601-554-5513
- Forrest County Sheriff’s Dept.,Fire Dept.. 601-544-7800
- Hattiesburg Police Dept.. . . . .601-544-7900
- Mississippi Power Co.. . . . .800-487-3275
- Ambulance. . . . .601-264-5211
- Mississippi Highway Patrol. . . . .601-582-3529
- Poison Control Center. . . . .601-288-2199
- Forrest County Emergency Management. . .601-544-5911,  
601-545-4910

## **SANCTIONS RELATED TO VIOLATIONS OF CODE OF STUDENT CONDUCT**

THE ENFORCEMENT OF THE STATED CODE OF STUDENT CONDUCT, as stated in The 'Cat Country Guide will adhere to due process at all times. However, listed are minimum disciplinary sanctions for the violation of certain code of student conduct rules at Pearl River Community College:

Pearl River Community College reserves the right to discipline any student who in the judgment of the PRCC administration violates the Code of Student Conduct. Student Due Process will be afforded to all students of Pearl River Community College. All students are expected to adhere to all rules and regulations as stated in the Student Handbook.

All rules related to student conduct will be strictly enforced by the college and sanctions may range from Disciplinary probation to dismissal from college (due process procedures will be adhered to at all times).

**VIOLATION AND RECOMMENDED DISCIPLINARY SANCTIONS**

**CAMPUS POLICE FINES VIOLATION**

	1ST OFFENSE	2ND OFFENSE
Possession of Alcohol. . . . .	.\$150 Fine	Double Fine
Disorderly Conduct. . . . .	.\$100 Fine	Double Fine
Public Intoxication. . . . .	.\$100 Fine	Double Fine
Littering. . . . .	.\$100 Fine	Double Fine
Unauthorized Changing Of Dorm Room. .	.\$100 Fine	Double Fine
Unauthorized Same Gender Visitation In Dorm Room. . . . . . . . . .	.\$100 Fine	Double Fine
Opposite Gender Visitation In Dorm Room. . . . . . . . . .	.\$150 Fine	Double Fine
Vandalism. . . . .	.\$100 Fine	Double Fine
Malicious Mischief. . . . .	.\$100 Fine	Double Fine
Failure to Present I.D.. . . . .	.\$50 fine	Double Fine
Disruptive Behavior(INCLUDES FIGHTING). \$100 fine		Double Fine
Profanity(INCLUDES MUSIC IN DORMS AND VEHICLES). . . \$50 fine		Double Fine
Campus Curfew Violation. . . . .	.\$50 fine	Double Fine

Dress Code <small>(INCLUDES PANTS BELOW WAISTLINE)</small> . . . .	\$50 fine	Double Fine
Use of Tobacco. . . . .	Warning	\$100 Fine
Possession Of Controlled Substance. .	\$150 fine	Double Fine
Parking in Prohibited Zones. . . . .	\$10-\$50 fine	

**EMERGENCY PLANS**

THE FOLLOWING EMERGENCY PLANS ARE IN PLACE FOR your safety. Please read and follow the instructions in the event of an emergency.

**POLICY:**

Pearl River Community College is concerned about the safety of all students, faculty, and staff. In order to enhance this concern, an emergency plan has been developed.

**CAMPUS LOCK DOWN PROCEDURES**

What to do in the event of a Campus Lock Down

**NOTIFYING CAMPUS POLICE**

The individual making the discovery shall immediately contact Campus Police and provide as much information as possible. Do not approach the intruder or intervene in a dangerous situation. Contact Campus Police.

## **WHAT TO REPORT:**

- Your specific location-building name and office/room number. Number of people at your location
- Number injured and types of injuries
- Assailant(s)-location, number of suspects, race/gender, clothing, physical features, type of weapon(s), identity if known

## **ACTION STEPS**

### **If the intruder is outside your building**

- Proceed to a room that can be locked or barricaded.
- Lock all doors and windows, turn out lights and stay away from windows.
- Dial Campus Police or 911 and advise of what is taking place and your location.
- Remain on line to give any other needed information.
- Remain in the room until the police or administrator give the “ALL CLEAR” code. Be sure that the “ALL CLEAR” code is given.
- If the intruder is inside the building with you
- If the door can be locked, lock it and stay away from the door.

- If the door cannot be locked consider barricading the door or determine if you can safely get to a room that can be locked.
- Dial Campus Police or 911 and advise of what is taking place and your location. Remain on the line to give any other needed information.
- Remain in the room until the police or administrator give the “ALL CLEAR” code. Be sure that the “ALL CLEAR” code is given.

### **If the intruder enters your office or classroom**

- Dial Campus Police or 911 on your office phone or cell phone.
- If possible to talk, give intruder’s location and description.
- If it is not safe to speak, just leave the line open.
- If possible, attempt to negotiate with the intruder.
- Attempting to overpower the intruder should be the last resort after all options have been exhausted.
- If the intruder leaves the area, lock and barricade the door.
- What you should expect from the responding law enforcement to a hostile intruder.
- Police are trained to proceed as quickly as possible to the sound of gunfire.
- The purpose is to stop the intruder.

- Officers may be in a variety of uniforms from plain clothes to SWAT uniforms and may be in possession of a variety of weapons.
- Do as officers direct and keep your hands visible at all times.
- If possible, tell the officers where the intruder was last seen and a description. Be aware that the first responding officers will not stop to assist the injured. Others will follow to treat the injured. First responders are trained to proceed as quickly as possible to the location of the intruder and stop them.

## **DISTURBANCE, DEMONSTRATION, CRIMINAL BEHAVIOR DEMONSTRATION**

- Do not overreact. Most will be peaceful.
- Notify Campus Police 403-1300
- Carry on normal activities if possible.
- Evacuate if necessary.

## **GUNFIRE**

- Take cover or evacuate.
- Stay calm and make the right decision.
- Notify Campus Police if possible.
- Campus Police – 403-1300 or 911



## **HOSTAGE**

- Do not attempt to fight back.
- Make mental notes of captor's characteristics and sights and sounds if you are taken from campus.
- Campus Police will involve other law enforcement agencies as necessary.

## **EXPLOSION, CHEMICAL LEAK, EVACUATION EXPLOSION OR CHEMICAL LEAK**

- Evacuate building – sound fire alarm
- Notify Campus Police – 403-1300
- Assist the physically challenged to evacuate.
- Notify department faculty for assistance with chemical leaks.
- Do not re-enter building until “All Clear” is given.

## **CAMPUS-WIDE EVACUATION**

- May be ordered by off-campus authority or Campus Police.
- Commuters and non-emergency staff shall use personal vehicles to leave campus.
- Resident students should get directions to evacuation site before leaving campus.
- No Vehicle? Hitch a ride.

- No Ride? Begin walking off campus by the most direct route.
- Campus Police will dispatch personnel to selected evacuation site for control and communication.
- Administrative Personnel will arrange feeding and housing or further evacuation based on the situation if long-term.
- Campus Police will maintain on-campus security as long as personal safety allows. “All Clear” will be announced by Campus Police.

## **MEDICAL EMERGENCY MEDICAL EMERGENCY HELP**

- CAMPUS POLICE 403-1300
- DIAL 911.
- Do not overreact.
- Most situations can be handled by PRCC’s staff, but do not hesitate to call an ambulance if the condition merits.
- Laboratory and Shop Emergencies — Utilize procedures established by the responsible department.

## **TORNADO WARNING**

- PRCC HAS A SEVERE WEATHER WARNING SYSTEM WHICH will be activated in the event of a tornado. The PRCC weather alert system will be activated by Pearl River County Dispatch or EOC.

- When a tornado or storm system which is defined as dangerous is confirmed, the alarm system (sirens) will be activated for approximately 3 minutes only. It does not continue through the entire storm warning. Faculty and staff will be notified when a severe thunderstorm warning exists by means of mass notification system from Campus Police.

## **IF A TORNADO IS SIGHTED**

- Move to a designated place of safety.
- DO NOT leave this area until the “all clear” is given by campus police. This information will be relayed through the mass notification system or campus police.

Listed below are steps to be taken in the event of a tornado.

### **(1) DO NOT PANIC:**

- Move quickly to a place of safety. Notify others along the way.

### **(2) FACULTY:**

- Do not dismiss class. Lead your students to the designated safe area in the building.

## **RESIDENCE HALLS SAFE AREAS**

MARION HALL— First floor hallway away from windows.

LAMAR HALL— Bathrooms of each room and laundry rooms on each floor.

HANCOCK— First floor hallway away from windows.

HUFF HALL— First floor hallway away from windows. First floor vending and laundry areas.

PEARL RIVER HALL— First floor hallway away from windows.

RIVER VILLAGE— Hallways on bottom floor, both front and back buildings.

## **EARTHQUAKE**

### **INDOORS DURING AN EARTHQUAKE.**

- Seek refuge in a doorway or under a desk or table.

### **OUTDOORS DURING A EARTHQUAKE**

- Move away from buildings and utility poles.
- Avoid downed utility lines.

### **WHEN SHAKING STOPS**

- Evacuate buildings and do not re-enter due to danger of aftershock.
- Assist physically challenged and injured.

- Stay away from buildings.
- Do not block streets as a pedestrian or with your car.
- Streets must remain open for emergency vehicles.

## **FIRE**

- Activate Fire Alarm. (Alarm sounds only in each building.)
- Fire Department, Campus Police and must be called.
- Campus Police 403-1300
- Dial 911
- Major Fire that does not appear controllable – Evacuate.
- Do Not Use Elevators.
- Assist with the physically challenged.
- Close but DO NOT LOCK doors.
- Do not return to building until cleared by Campus Police or Fire Department.

## **BOMB THREAT**

What to do in the event of a Bomb Threat/Suspicious Object

### **SUSPICIOUS OBJECT**

- Do not touch
- Clear immediate area
- Call Campus Police 403-1300
- Dial 911

## **BOMB THREAT**

- Remain Calm
- Keep Caller on Phone
- Ask the caller:
- When is the bomb to explode?
- Where is the bomb located?
- What kind of a bomb?
- What does it look like?

### **OBSERVE:**

- Age and sex of caller; speech pattern, accent, background noise.
- Campus Police may order evacuation. Evacuation alarm is by use of fire alarm or P.A. system. ASSIST THE PHYSICALLY CHALLENGED. ELEVATORS MAY BE USED.
- Campus Police will conduct search and will announce “All Clear”. Do not return to building until “All Clear” is given.

## **FERPA STUDENTS’ RECORDS FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974**

### **POLICY:**

PEARL RIVER COLLEGE IS IN COMPLIANCE WITH Provisions granted under the Family Educational Rights and Privacy Act of 1974.

## PROCEDURE:

Under this law, students enrolled in any educational institution receiving Federal funds are given certain rights concerning their college records.

The policy of PRCC provides for:

- (1) Informing students of their rights.
- (2) Permitting students to inspect and review their educational records.
- (3) Not disclosing personally identifiable information from the educational records of a student without the prior written consent of the student, except as otherwise permitted by law.
- (4) Maintaining the records of disclosures of personally identifiable information from the college records of a student and permitting the student to inspect that record.
- (5) Providing the student with an opportunity to seek the correction of their record if and when their record may be in question.

Persons seeking information about student records will be directed to the Director of Admissions Office, Business Office, or Financial Aid Office where they will be informed of the college's policy regarding student records. Family Educational

Rights and Privacy Act (FERPA) waiver forms are available in the office of Dean of Student Services.

## **NON-DISCRIMINATION**

PEARL RIVER COMMUNITY COLLEGE OFFERS EQUAL Education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact:

TONIA MOODY

ADA/Civil Rights Coordinator,

P.O. Box 5118, Poplarville, MS 39470

Telephone: 601-403-1060

MOTOR VEHICLES ON CAMPUS

PRCC POLICE DEPARTMENT

THE POLICE DEPARTMENT OPEN 24 HOURS EVERY DAY OF the entire year. Telephone: 601-403-1300.

## **TRAFFIC RULES**

MISSION STATEMENT

THE MISSION OF THE PEARL RIVER COMMUNITY COLLEGE



Campus Police Department is to enhance the quality of life on campus by enforcing the laws of the state of Mississippi and Pearl River County, enforcing the rules and regulations of Pearl River Community College, preserve the peace, and provide for a safe environment.

We are committed to providing a community oriented policing practice in conjunction with providing respect and fairness to everyone.

## **TRAFFIC RULES AND REGULATIONS**

THE UNDERSTANDING OF THE FOLLOWING REGULATIONS is vital for the safety of the faculty, students and visitors.

Violations of these will result in expenses and inconveniences to the violator.

Violations can be charged through the college and/or the state of Mississippi by way of the Pearl River County Justice Court.

### **I GENERAL**

(A) Pearl River Community College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on campus.

(B) For the purpose of these regulations, the term “vehicle” includes all automobiles, trucks, motorcycles, bicycles, golf carts, and any other vehicles operated on land.

(C) For the purpose of these regulations, the term “visitor” includes all classes, staff, faculty, vendor, or any other person who does not use college facilities on a regular basis.

(D) Penalties and fines are subject to change on an annual basis.

(E) All faculty, staff, and students, full or part-time, operating a vehicle on campus must familiarize themselves with the traffic rules and regulations of the college. Lack of knowledge of the provisions of these rules and regulations will not be accepted as a defense for violations.

## **II VEHICLE**

### **REGISTRATION**

(A) Each faculty, staff, and student, full or part-time, who operates a vehicle on campus, regularly or occasionally, is required to register the vehicle with the college and obtain a decal to be placed on said vehicle.

(B) Any faculty, staff, or student temporarily using another vehicle must register said vehicle where he/she will receive a temporary decal. Temporary permits are available through the campus police department at the cost of \$2.00 for students and must be applied for prior to parking on campus. These permits are valid for five days and are renewable for an additional cost.

(C) Every person operating a vehicle on campus will be required to have proof of liability insurance coverage, or the vehicle cannot be registered.

(D) Every person who registers a vehicle on campus must provide true and correct information on the vehicle registration card, including PHYSICAL ADDRESS. Failure to do so will result in fines and/or loss of parking privilege.

(E) New license plate information obtained on a vehicle already registered shall be reported and updated on the vehicle registration card within 48 hours.

(F) No faculty or staff shall register a vehicle as a faculty or staff vehicle for any student full or part-time.

(G) No person who has registered a vehicle and received a decal shall affix or permit someone else to affix said decal to any other vehicle other than the one the decal was issued for.

(H) The person in whose name the vehicle is registered with the campus shall be held responsible for all parking violations received by that vehicle.

(I) A student's decal is not valid until it is permanently and properly affixed to the vehicle's windshield (lower right-hand corner — passenger side — of the windshield), and is in plain view without obstruction.

(J) No vehicle shall display more than one campus decal at any given time.

(K) Lost or stolen decals should be reported within 48 hours.

### **GENERAL REGULATIONS, PENALTIES ON PARKING & DRIVING**

(A) The responsibility for finding a legal parking place rests with the operator of the vehicle. Lack of space or unfamiliarity with the parking areas is not considered a valid excuse for any parking violation.

(B) All parking and traffic violations are subject to enforcement and citations 24 hours a day, 7 days a week.

(C) All state laws governing the use of a motor vehicle will apply on campus.

(D) Pedestrians in crosswalks and otherwise will be given the right-of-way at all times.

(E) Unnecessary noise from vehicles such as horns, mufflers, loud music, or any other noisemaking device is prohibited at all times.

(F) All accidents involving moving or parked vehicles that occur on campus shall be reported immediately to Campus Police.

(G) Any area that has been closed off by the use of barricades or other traffic control devices either placed or authorized by

Campus Police shall not be entered by any vehicle unless authorized to do so.

(H) Motorcycles are to be parked in a regular parking space.

(I) Operating any vehicle or motorcycle during the hours of darkness without proper headlights, or taillights is forbidden.

(J) Operators of any vehicle are required to have in their possession a valid driver's license.

(K) All drivers must have a valid license plate (tag) properly placed in plain view and lighted during hours of darkness.

(L) Operators of vehicles must come to a complete stop at all stop signs.

(M) Operators of vehicles may not stop or park as to block handicapped spaces, dumpsters, or obstruct the flow of traffic.

(N) No operator of any vehicle may operate a vehicle under the influence of alcohol or drugs.

(O) No operator of any vehicle will permit anyone to ride On or in any vehicle other than it's designed passenger abilities.

(P) All operators of all vehicles on campus are expected to adhere to all state motor vehicle laws along with campus rules and regulations not listed herein.

(Q) If a vehicle receives 3 outstanding parking and/or traffic citations, the driver will be notified and must pay the business office to clear the citations. If the balance of fines is not paid within 3 days of notification the vehicle will be towed at the driver's expense.

(R) Students are only permitted to park in parking spaces outlined with white lines. Blue lines are for handicapped, yellow lines are reserved.

## **STUDENT CONDUCT**

INSTEAD OF DETAILED REGULATIONS DESIGNED TO COVER matters of student conduct, all students enrolled at PRCC will be expected to conform to ordinary rules of polite society; to be truthful; to respect the rights of others; to have regard for the preservation of state and college property, as well as the property of others; and to conform to all other stated rules and regulations of this institution.

Some acts or misconduct which are unacceptable and subject the student to disciplinary action include:

(1) The possession, sale, consumption, manufacture, distribution, or creation of a controlled substance (illegal drugs) as stated in Section 41-29-139 of the Mississippi Statute is unlawful on campus or at any activity or social event sponsored by an organization of the college. A controlled substance was

defined in Schedules I and II of Section 41-29-113 and 41-29-115 and in Schedules III and IV of Section 41-29-117 and 41-29-117 and 41-29-119 of the Mississippi Statute includes, but is not limited to narcotics, LSD, marijuana, cocaine, barbiturates, or pep pills.

(2) Possession of paraphernalia as defined in Section 41-29-105(v) and 41-29-139(d) on campus or at any activity or social event sponsored by an organization of the college.

(3) Under the influence: Possession, consumption, or indication by and of the senses or otherwise evidence of being under the influence of any intoxicating beverage on campus or at any activity or social event sponsored by an organization of the college.

(4) CHEATING: Cheating on tests, exams, term papers, etc., or stealing.

(5) VANDALISM: Destroying, damaging, or defacing of college, state, federal, public or private property.

(6) FIREARMS: Possession of or keeping firearms, explosives, or fireworks on campus as defined in Section 37-11-18 and 97-37-17 of the Mississippi Code.

(7) TRAFFIC VIOLATIONS: A repeat of a traffic violation or failure to register a motor vehicle. All motor vehicles must be

equipped with a muffler sufficient to prevent disturbing noises. Special attachments for noise will not be permitted.

(8) FINANCIAL IRREGULARITIES: Giving bad checks, failing to pay bills, or deferring tuition.

(9) RIOTOUS CONDUCT: Students that are involved in a disorderly crowd or mob that prevents the normal activities of the college will be dismissed.

(10) IDENTIFICATION: Failure or refusal to present I.D. Card upon request to any official of the college at any time.

(11) PROFANITY: Use of profane or obscene language (this includes the playing of music on campus of this type).

(12) HAZING: Hazing in any form. This includes cutting of hair.

(13) GAMBLING: Any form of gambling.

(14) APPEARANCE: Poor standards of dress and appearance which may be detrimental to the educational process of this institution.

(15) LIBRARY VIOLATIONS: Any student found guilty of taking a library book, reserve or otherwise, without proper authority shall be subject to dismissal.

(16) STATE AND FEDERAL LAWS: Any conduct which constitutes a violation of state or federal laws is also a violation of college policies.



(17) Public display of affection is not considered appropriate in the resident halls, on campus, or at any activity of the college.

(18) Indecent exposure is prohibited on campus.

(19) Radios and tape players must not cause disturbance on campus and can't be played in the Student Center or on college buses.

(20) CHILDREN: Students are not allowed to bring children on campus (including college housing and classrooms).

(21) Card playing is not allowed in the Crosby Hall.

(22) Smoking or use of any tobacco products is not allowed in the Crosby Hall or resident halls, as well as other designated buildings on campus.

(23) LOITERING: Students are not allowed to loiter around buildings, block walkways on campus or block entrances to buildings.

(24) SITTING IN VEHICLES: Students are not allowed to sit in parked vehicles on campus for an extended period of time, especially at night.

(25) GANG SYMBOLS: Students are not allowed to wear or display any gang symbols, the act or speech showing gang affiliation, and/or any conduct which may further gang activity.

Any dress or behavior which is not considered appropriate will not be tolerated.

(26) Beepers, cellular telephones, etc., may not be used which disrupt any class or activity on campus.

(27) Any possession and/or use of synthetic marijuana (Mojo) is strictly prohibited and violators will be prosecuted to the fullest extent of the law.

### **DRESS CODE POLICY:**

PEARL RIVER HAS A DRESS CODE FOR STUDENTS.

#### PROCEDURE:

(1) Students will not be allowed to wear short cut-offs, cropped tops, halter tops, “see-through” blouses, or short shorts.

(2) Tank tops may be worn after 3 p.m. except in the cafeteria. This includes tank tops, not undershirts or tank tops that have been modified in outward appearance. Tank tops which have been cut or ripped up the side are unacceptable.

(3) Shoes or sandals must be worn at all times.

(4) The wearing of any type of clothing in an improper or disruptive manner will not be allowed (indecent exposure, pants below the waistline, short shorts, cropped tops, no sexually explicit attire, etc.).

(5) Wearing or displaying any gang symbols is prohibited.

(6) Any dress determined to be inappropriate is not tolerated.

**STUDENT I.D.**

ALL STUDENTS MUST WEAR THEIR I.D. It must be visible at all times. The only times the I.D. is not worn visible is when the student is participating in a sporting event or is in a uniform such as band.

The penalty for not having the ID visible is:

First Offense. . . . . \$25.00

Second Offense . . . . . \$50.00

Third Offense. . . . . Meet with DPS for Disciplinary Action

**TOBACCO USE**

POLICY:

PEARL RIVER COMMUNITY COLLEGE WILL HAVE SPECIFIC standards and guidelines for the use of tobacco products on campus.

PROCEDURE:

It is an accepted fact of medical science that tobacco use in any form is harmful to health. Recognizing these hazards and

wishing to create a healthful behavior on the part of students and all members of the community.

(1) The use of any type of tobacco including “vapor” and “e-cigarettes” is prohibited on or in any college property.

(2) The penalty for violating this policy is as follows:

First Offense.....Warning

Second Offense.....\$100.00

Third Offense.....Dismissal

## **SOLICITATION / VENDORS**

### **POLICY:**

PEARL RIVER COMMUNITY COLLEGE HAS RESTRICTIONS AND regulations regarding any and all commercial activities on college property.

### **PROCEDURE:**

All agents, solicitors, vendors, or salesmen are restricted from conducting business in any form without written permission from the Dean of Student Services Office. Any such persons can contact the Student Services Office for any needed information in regards to the college’s solicitation policy. In addition, the name of Pearl River Community College shall not be used for

any commercial or promotional purposes without approval of the president of this institution and no person shall be allowed to interview students on the PRCC campus except with the approval of the Office of Student Services.

## **VIOLENCE PREVENTION**

### **POLICY:**

PEARL RIVER COMMUNITY COLLEGE IS COMMITTED to providing a learning and working environment that is free from violence or threat of violence. Any act of violence or threatening behavior, including verbal statements, is unacceptable and will not be tolerated. The College will promote working and learning conditions intended to eliminate the potential for incidents of violence to occur within its operation or facilities.

### **PROCEDURE:**

Pearl River Community College will treat all reports of threatening behavior or violence seriously and will fully investigate them. All students and or employees of Pearl River Community College should report incidents to the PRCC Police Department and/or Dean of Student Services. The Office of Student Services will investigate all reports and will initiate an appropriate response, which may include but is not limited to immediate removal from PRCC property, suspension, expulsion,

and/or referral for criminal prosecution. All students are required to cooperate in any investigations the College conducts in response to reports of acts of violence or threatening behavior.

## **CRISIS INTERVENTION**

### **POLICY:**

PEARL RIVER COMMUNITY COLLEGE WILL PROVIDE A CRISIS intervention program.

### **PROCEDURE:**

#### Professional Standard

(1) If, at any time, a person makes statements indicating to you his/her intention to harm himself/herself OR others, you are obligated under ethical standards to notify someone experienced in crisis intervention.

#### Intervention

(2) In the event of a crisis, one or more of the following personnel on the Poplarville campus should be notified: Campus Police, the Director of Public Safety, the academic counselors, the career-technical counselors, the campus nurse, or the Dean of Student Affairs. Personnel to be notified at the Forrest County Center include the career-technical counselors or the Dean of the Center.

(3) DO NOT ALLOW THIS PERSON OR STUDENT TO LEAVE YOUR PRESENCE until a treatment source has been located for the student. If the student has inflicted harm to himself/ herself, the campus nurse should also be notified. If you are unable to reach any of the personnel listed above or if the person refuses to stay with you, on the Poplarville campus contact the Campus Police immediately.

#### Confidentiality

(4) Make every possible effort to preserve the person's confidentiality both during the episode and afterwards. For example, do not release information of any type to teachers or administrators not directly involved in the crisis situation (excluding the Dean of Student Services) without a signed release of information form from the person.

#### Debriefing Session

(5) All personnel involved in the incident should meet to discuss the management of the student, how the process could be improved, and their own feelings and reactions.

#### Re-Instatement Policy

(6) Prior to returning to school, a meeting should be held Among school personnel, parent(s) (if applicable), and the student to discuss the transition back into school.

### **PROCEDURES FOR CRISIS INTERVENTION**

It is recommended that these steps be followed in crisis situations:

(1) If the student displays or states homicidal or suicidal behaviors, notify one or more of the following personnel on the Poplarville campus: Campus Police, the Director of Public Safety, the academic counselors, the career-technical counselors, the campus nurse, or the Dean of Student Services.

(2) Once assistance has arrived, remain on the scene to provide any additional information or support until it is deemed appropriate for you to leave. The appropriate personnel will begin to assess the situation and then do the following:

(1) Provide intervention and stress problem solving to try and de-escalate the student and situation.

(2) If person is a minor (under age 21), make an initial effort to notify parents or relatives and involve them in situation.

(3) Attempt to obtain a written release of information from the student to enable a counselor to release name and details to relevant people who are or need to be involved in this situation.

(4) If the situation is unmanageable, contact campus police and refer the student to an appropriate treatment facility. Attempt to contact parent(s) or relative(s).



(5) Complete the Critical Incident Report and return it to the Dean of Student Services, and when appropriate, the Campus nurse.

(6) Appropriate personnel should make a follow-up call regarding the student's condition.

(7) Inform the appropriate administrators of the situation and the steps taken to resolve the situation as soon after the incident as possible.

### **PERSONAL DISTRESS POLICY:**

PEARL RIVER COMMUNITY COLLEGE RECOGNIZES THAT certain behaviors are signs of personal distress. These may include but are not limited to references or attempts to commit suicide, eating disorders, and substance abuse. The College is committed to helping students experiencing personal distress by providing support and/or referral through the use of appropriate resources.

### **PROCEDURE:**

Any student who demonstrates such behaviors while enrolled at Pearl River Community College will be required to meet with a member of the Student Services staff and may be required to immediately undergo a psychological or medical assessment and evaluation by qualified personnel.

The diagnosis and results of the evaluation(s) will be considered by the Dean of Student Services or his/her designee in determining if, or under what conditions, the student may continue at Pearl River Community College. If it is determined that the student poses a threat to him/herself, he/she may be suspended from the College. The basis for this decision will be out of concern for the safety and welfare of the individual student, as determined in the sole discretion of the Dean of Student Services or his/her designee. As a result, the College may require that the student actively engage in counseling and/or other treatment programs as a condition of enrollment. In such cases, College personnel would request to have access to the treatment providers to understand the student's condition and to determine if progress is being made.

## **CURFEW**

All commuters and visitors must leave campus at 11:00 PM  
Dorm students are not allowed to be loitering on campus after 11:00 PM  
Dorm students must return to their dorm no later than 1:00 AM. If you work and cannot return by 1:00 AM contact Campus Police before returning to make arrangements.

## **SEXUAL HARASSMENT POLICY:**

PEARL RIVER COMMUNITY COLLEGE IS COMMITTED TO maintaining a learning and work environment free from all forms of unlawful sexual harassment. The College will not ignore, tolerate, or condone sexual harassment of students or employees as defined by law.

#### PROCEDURE:

Title VII of the Civil Rights Act of 1964 prohibits sex discrimination in the workplace. Subsequent court cases have ruled that sexual harassment constitutes discrimination. Title IX of the Education Amendments of 1972 prohibits sexual harassment of students. Sexual harassment of a student may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive so as to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Sexual harassment of an employee may include:

- (1) Unwelcome sexual advances
- (2) Requests for sexual favors, and other verbal or physical conduct of a sexual nature such that:

(A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

(B) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

(C) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. A student who feels that he or she has been or is being subjected to sexual harassment should inform the Dean of Student Services. If the student is uncomfortable in informing the Dean of Student Services, another person in a position of administrative responsibility may be informed.

An employee who feels that he or she has been or is being subjected to sexual harassment should inform his or her immediate supervisor. If the employee is uncomfortable in informing his or her immediate supervisor, another person in a position of administrative responsibility may be informed. Any student or employee who is determined to have engaged in sexual harassment in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process will be

followed for any student or employee subjected to disciplinary action.

For purposes of this Policy and Procedure, the following terms are defined:

(1) EMPLOYEE: Any person employed by PRCC as a faculty or staff member, whether full-time or part-time. Adjunct instructors are considered, for the purposes of this policy and procedure, to be employees of the College.

(2) STUDENT: Any person enrolled full-time or part-time in any instructional program offered by PRCC.

## **SUBSTANCE ABUSE POLICY**

### **POLICY:**

PEARL RIVER COMMUNITY COLLEGE PROHIBITS THE Unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as any part of its activities.

### **PROCEDURE:**

The college will inform all students and employees regarding illicit drug and alcohol abuse and use including:

(1) The policies of Pearl River CC related to the unlawful possession, use or distribution of illicit drugs and alcohol.

(2) The penalties that may be imposed upon students or employees for drug and alcohol violations.

(3) The health dangers related to drug and alcohol use.

(4) The availability of drug and alcohol counseling and referral programs. PRCC will provide updated drug and alcohol information to all students and employees by published brochures and appropriate college publications.

## **SUBSTANCE TESTING FOR STUDENTS IN SELECTED PROGRAMS**

### **POLICY:**

PEARL RIVER COMMUNITY COLLEGE HAS A DRUG-Testing program for all students in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs. The College will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The College will support the laws of the State of Mississippi as set forth in Sections 41-29-101 to 41-29-185, 61-1-37 to 61-1-81, 71-7-1 to 71-7-33, 81, 97-29-7 to 87-29-47, 142 of the Mississippi Code and abide by the Uniform Controlled Substances Law of the State of Mississippi. Under provisions of the Mississippi Code Nurse Practice Act, Chapter 15, Section 73-15-17, the state of Mississippi has the power to deny, revoke or

suspend licensure to any person having been convicted of a drug related felony or misdemeanor.

#### PROCEDURE:

All students enrolled in Barbering, Early Childhood Education, Cosmetology, and Health Related programs must sign the “Drug Screen Consent” form agreeing to be randomly tested for controlled substances. At some time during the school semester, a percentage of all students enrolled in these programs will be chosen at random to undergo substance testing. This will be determined by the Office of Student Services. Pearl River Community College will bear the expense of random testing. All students in the Associate Degree Nursing Program are required to submit to substance testing each semester. The student is responsible for the cost of this testing, and the cost will be assessed by the college. Any follow up testing requested by the student is at the student’s expense under the supervision of the program director. Required substance testing of students in other programs is at the discretion of the program’s director. In addition, any student enrolled in Barbering, Early Childhood Technology, Cosmetology, and Health-related programs at Pearl River Community College will be required to have a substance test performed immediately if at any time sensory or behavioral symptoms suggest the use of a substance. Confirmation of

sensory or behavioral symptoms is determined by the student's instructor or other supervising professional and by the opinion of another professional. In those clinical facilities where substance testing is not available, the student will obtain a designated driver, leave the facility, and report to the Office of Student Services immediately. The student is responsible for all expenses associated with this testing and/or treatment. If the substance screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student will be dismissed from the program and advised to seek rehabilitation. The student will be considered for readmission following documented counseling and appropriate treatment by an accredited agency and the student must sign and be in compliance with the Pearl River Community College "Probation Agreement" form. Refer to individual program's policies for specifications. Pearl River Community College affords due process to all students in accordance with the law.



## **ASSOCIATE DEGREE NURSING**

### **SUBSTANCE SCREENING POLICY**

The ADN program has a strong commitment to instructional excellence in an environment free of unnecessary risks to the safety and well-being of students, faculty, staff, and patients. The ADN program has a zero tolerance of illegal substance abuse/use and misuse of legal substances. The ADN program prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, and/or controlled substances in all instances. To ensure a substance-free workplace and learning environment, students are required to submit to random substance screenings and to probable cause substance screenings. Students are provisionally admitted in the program pending, among other things, negative substance screen results.

The presence or use of drugs or alcohol, lawful or otherwise, which interferes with judgment or motor coordination poses an unacceptable risk for patients, colleagues, the college, and affiliating agencies. The ADN program requires all students to submit to substance screenings which may be a urine screen or a hair follicle screen. It is the program's discretion as to which screen will be performed.

Substance screenings may occur at any of the following times:

- Acceptance into the ADN program and throughout the academic year
- Random screenings - names are selected at random
- Reasonable suspicion - when it is believed that student may have violated the policy
- Requirement by the affiliating clinical agency
- Random- following rehabilitation

At any time the student requires medical attention on campus, in clinical, or during a nursing related function

The student who has an illegal substance screen, refuses to be tested at the set time, or leaves the testing area without supplying a specimen will be dismissed from the program. The student who has an irresolvable (unable to produce legitimate prescription) drug screen will be dismissed from the program.

Screening requirements for urine:

- Specimen must be at least 45 mL.
- No more than 40 ounces of water may be consumed during testing time.
- Specimen must be produced in 2 hours from time student arrives in testing area.

Screening requirements for hair follicle:

- Must be able to provide hair sample 1.5 inches in length.

If no sample is able to be obtained, at initial time of hair follicle testing:

- Must submit to a urine screen and
- Must be able to produce sufficient sample before clinical attendance is allowed.
- If unable to produce sample before clinical begins, will be dismissed from program.

Following notification of a potential positive substance screen, students will have three (3) business days to provide proof of any legitimate prescriptions. Nothing can rectify an illegal substance result. Students unable and/or unwilling to provide proof of prescriptions will be considered positive and dismissed from the program. No further drug screens will be accepted.

Any program ordered substance screen confirmed positive will result in permanent dismissal from the program with no opportunity for readmission.

Substance screenings will be conducted throughout the academic year. Positive results are kept confidential and maintained by the director.

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## **ATHLETIC DRUG TESTING**

### **POLICY:**

PEARL RIVER COMMUNITY COLLEGE WILL HAVE A MANDATORY drug testing program for all student athletes. For purposes of this policy, a student athlete is any student involved in athletic competition, including cheerleaders, athletic trainers, managers, and other support personnel.

### **OBJECTIVES:**

(1)To educate the student athlete in the dangers of drug and alcohol use and abuse.

(2)To identify through periodic random testing those athletes who may be involved in drug and alcohol usage and the substances being used.

(3)To recommend and provide permissible confidential treatment for those individuals with drug and drug related problems, including alcohol.

(4)To remove any athletes from the college athletic programs who are unable or unwilling to become and remain drug and alcohol free.

### **PROCEDURES:**

The procedures and guidelines under which the program is operated are:

(1) All athletes' parents or guardians will be requested to sign a consent form giving the Pearl River Community College Athletic Department permission to test the athlete.

(2) The Pearl River Community College Athletic Department will conduct a mandatory drug test paid for by the College prior to the first scheduled athletic event. Testing will be repeated throughout the year on an unannounced random basis. A positive result will require follow-up testing at a medical clinic. The athlete must pay for this test.

(3) The test may monitor for evidence of the following controlled substances and their derivatives: amphetamines, anabolic steroids, barbiturates, cocaine (as benzoylecgonine), opiates, phencyclidine, and THC metabolite (marijuana).

(4) A drug education presentation will be made to educate all student athletes to the danger of drug and alcohol abuse.

(5) The results of the test will be made known to the athletic director and head coach.

(6) The head coach will have a confidential meeting with any athlete testing positive. PLEASE NOTE the following steps will be taken at this time.

(A) The parent of an athlete under the age of 21 will be notified in writing if the test is positive.

(B) The athlete will be suspended from the team two weeks.

(C) The athlete will be required to undergo follow-up testing and counseling on the dangers and side effects of drug use.

(D) The follow-up testing will be borne by the athlete.

(E) If there is evidence that the athlete continues to use drugs he/she will be dismissed from the team.

(F) If said athlete plans to continue participation in athletics, he/she must agree to be tested for the duration of his/her enrollment at PRCC.

## **COMMUNICABLE DISEASES**

**POLICY:**

**PURPOSE:**

The purpose of this policy is to establish procedures to be followed when a college employee or student is afflicted or becomes afflicted with a communicable disease, including but not limited to AIDS, hepatitis, tuberculosis, and other such "diseases."

### **GENERAL POLICIES:**

The college is committed, insofar as is possible, to provide a working and educational environment free of health hazards to its employees and students. As long as medical evidence supports with reasonable medical certainty that a particular disease is not communicable by the casual contact normally

found in the work place and/or classroom, the workplace and/or the classroom will not be considered to be hazardous as a result of the presence of an afflicted student or employee. The college will comply with all Federal and State Laws applicable to employees, students and job applicants with communicable diseases. The confidentiality of information regarding individuals afflicted with a communicable disease shall be respected. As long as an employee with a communicable disease is able to perform job duties satisfactorily and medical evidence indicates that his or her condition is not a threat to himself or herself or others, the employee is to be treated consistently with others in the workplace. Similarly, as long as a student with a communicable disease is able to pursue his or her education within the established academic standards and medical evidence indicates that his or her condition is not a threat to himself or her-self or others, the student is to be treated consistently with other students. Discrimination against and/or harassment of the employee and/or student may result in disciplinary action. The college will make educational materials on communicable diseases available for students and employees.

#### PROCEDURE:

Established procedures related to this policy are available in the Dean of Student Services Office.

## **FIREARMS & DEADLY WEAPONS**

### **POLICY:**

PEARL RIVER COMMUNITY COLLEGE PROHIBITS WEAPONS or any other device, including fireworks, that could be used as a weapon are prohibited on campus as defined by State law and college policy.

### **PROCEDURE:**

Any student found in violation of this policy by the Discipline Committee may be dismissed, expelled, or barred from the college, in addition to all other penalties and actions that may be available, provided the rights of due process are followed. The only exception to this policy exists where weapons, not meeting the definition of deadly weapons, may be used for educational purposes; this is to be done only with personal approval of the Dean of Student Services. Any student found in possession of paintball, pellet/BB guns or any other device, including fireworks that could be used as a weapon is subject to immediate dismissal from the college.

## **SEARCH & INTERROGATION OF STUDENTS**

### **POLICY:**

PEARL RIVER COLLEGE RESERVES THE RIGHT TO SEARCH any dormitory room or vehicle or interrogate any person on campus subject to probable cause.



## PROCEDURE:

### **Dormitory and Vehicles**

(1) Normal inspection of students' rooms for health, safety, and standards of maintenance will be made by college officials and can be made if necessary in the absence of the student.

(2) College officials will not delegate to law enforcement officers its reasonable right to searches for purposes of maintaining order and discipline of the campus.

(3) College officials will cooperate with law enforcement officers when a search warrant(s) are presented.

(4) Whenever there is reasonable cause, the Dean of Student Services or a campus police officer will search rooms and vehicles. The student will be present when possible, however, in all cases a witness will be present.

### **INTERROGATION:**

The rights of students regarding search and interrogation will be accordance with the U.S. Constitution. The Board of Trustees recognizes that the law must be upheld, and when circumstances require, school officials may search and question students, particularly in cases involving the welfare and safety of people, the protection of property, and the possible violation of law or college rules. Campus police may search and question students when in their judgment the welfare and safety of the

college is in jeopardy. The Discipline Committee may request that individual students come before the committee for interrogation.

## **POLICY GOVERNING RESIDENT HALLS REFER TO THE PEARL RIVER COMMUNITY COLLEGE**

### **RESIDENCE LIFE HANDBOOK**

#### **GUESTS OF STUDENTS**

##### **POLICY:**

STUDENTS MAY HAVE VISITORS ON CAMPUS.

##### **PROCEDURE:**

The student is responsible for his or her guests' behavior at all times. Students may not invite guests to visit on weekends. The guests are governed by the same rules and regulations as the student host. Dormitory students will not be allowed to have overnight guests. All visitors must leave campus by 11p.m.

#### **STUDENTS' DUE PROCESS**

##### **POLICY:**

Pearl River Community College affords due process to all students in accordance with the law.

##### **PROCEDURE:**

Due Process In Student Discipline

All Pearl River Community College students are expected to conform to the ordinary rules of society, the laws of the State of Mississippi, and the Code of Student Conduct. The college reserves the right to apply appropriate sanctions to any and all violations of these standards as necessary. While being familiar with instructional regulations is the responsibility of the student, the college affords the following procedures in order to ensure that every students' rights are protected.

(1) When an infraction is committed that requires disciplinary action, the student involved will receive notice that specific action has been taken.

(2) Students have the right to appeal any disciplinary action taken against them within three college working days of the incident. Appeals may be submitted to the specific campus police department, the Vice President for Poplarville Campus and Hancock Center (Poplarville students), the Vice President for Forrest County Operations (FCC students), or the Director of Hancock Center (Waveland). Pearl River Community College online students who want to file an appeal should submit their appeal to the director of eLearning. Appeals of students in a general education class offered at a non-campus site should be submitted to the Vice President for General Education and Technology Services. Appeals of any career and technical

students at a non-campus site should be submitted to the Vice President for Economic and Community Development.

(3) Depending on the infraction, the appeal will be assigned to the appropriate division of the PRCC Judicial System.

(4) The President of Pearl River Community College is charged with the responsibility of maintaining an environment that is conducive to learning. The President has delegated this responsibility of Students' Due Process to the Vice Presidents. The appropriate Vice President governs two levels of Students' Due Process hearing bodies.

These levels include:

A. PRCC Campus Court:

This level of the PRCC Judicial System handles all traffic tickets and college fines that are not drug or violence related. The PRCC Campus Court is comprised of student members and is presided over by the designated Chief of Campus Police or his or her designee. If the Chief of Campus Police is directly involved with the disciplinary sanction, this appeal will be heard by the PRCC Appeals Court.

B. PRCC Appeals Court:

This level of the PRCC Judicial System handles all appeals that involve dismissal from school and/or campus housing or any case appealed from Campus Court. The PRCC Appeals Court is

comprised of two members of the PRCC student body and two members of the PRCC faculty and staff and is presided over by the appropriate Campus Vice President or his or her designee. The decision of this court is final and will exhaust the Pearl River Community College Student Due Process Procedure.

(5) The chair of the appropriate court will receive an appeal and will determine if a hearing is necessary.

(6) If a hearing is deemed necessary, the student will receive a notice of a hearing date within five college working days of the appeal filing date.

(7) The student will receive notice of the hearing finding within five college working days of the hearing date. If a student has a documented disability on file, the designated ADA/Civil Rights Coordinator will support and assist you in the process with the above procedures when it is a reasonable request.