

# College Policies and Regulations

## NOTICE OF AVAILABLE ACCOMMODATIONS FOR STUDENTS, EMPLOYEES, AND APPLICANTS WITH DISABILITIES.

Students who are requesting academic adjustments and modifications for the first time at the College must submit a completed Request for Services packet to the Student Disability Services/ADA Office. Packets are available in the office or online at <http://www.calhoun.edu/student-resources/student-disability-servicesada>. **Continuing students must complete a Semester Request for ADA Services form each semester.** This form is available in the office or online at <http://www.calhoun.edu/student-resources/student-disability-servicesada>. A student who has not been enrolled in classes for two consecutive terms or more must contact the office.

Students with questions, concerns, or complaints should contact Calhoun Community College's ADA Compliance Coordinator, whose name, address, e-mail, and phone number are shown below:

Dr. Brandon Brown  
Director of Student Disability Services/ADA  
Chasteen Student Services Center, Room 220E  
P.O. Box 2216  
Decatur, Alabama 35609-2216  
[brandon.brown2@calhoun.edu](mailto:brandon.brown2@calhoun.edu)  
Office Hours: 7:45 a.m. - 5:15 p.m., Monday - Thursday  
7:45 a.m.-11:45 a.m., Friday

Employees and applicants with questions, concerns, or complaints should contact Calhoun Community College's Human Resources Director, whose name, address, e-mail, and phone number are shown below:

Ms. Kim Gaines  
Director of Human Resources and Payroll  
MSA, Room 360  
P.O.Box 2216  
Decatur, Alabama 35609-2216  
[kim.gaines@calhoun.edu](mailto:kim.gaines@calhoun.edu)  
Phone: (256) 306-2591  
Fax Number: 256-306-2874

## ANIMALS ON CAMPUS

Service animals are permitted on the college campus and in its facilities. A service animal means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair, fetching dropped items or providing assistance with balance and stability. To be permitted on campus, a service animal must be specifically trained to perform a service function. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

# TOBACCO-FREE POLICY

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and the use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College owned, rented or leased vehicles is prohibited.

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff, snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of Calhoun's tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

## STUDENT FINES

Any Calhoun student found to have violated this policy shall be subject to the following fines:

1st Ticket	\$25.00 Fine
2nd Ticket	\$25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount.

A student who has pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Vice President of Student Services, Dr. Patricia Wilson.

## EMPLOYEE FINES

Any Calhoun employee found to have violated this policy shall be subject to the following fines:

1st Ticket	\$25.00 Fine
2nd Ticket	\$25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount.

Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Vice-President for Academic Affairs.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Calhoun Community College, no tobacco-related advertising or sponsorship shall be permitted on Calhoun Community College property or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Calhoun Community College. For the purposes of this policy, the term "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

The College President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

Procedures will be developed to offer, promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. The College will also endeavor to have information available for its students and employees on community programs or services related to helping persons stop the use of tobacco products.

## SECURITY/POLICE

We take your safety seriously. To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the College's Campus Police Department by dialing the appropriate number.

Decatur Campus (main) - 256-306-2575

Located in Building 6 across from the Machine Tool Building

Huntsville Campus - 256-890-4711

Located in the Sparkman Grand Foyer next to the Welcome Center

Alabama Center for the Arts - 256-260-4305

Campus Police maintains a presence on the ACA Campus during scheduled hours. Police Department offices are located on the second floor of the Visual Arts building (Phase 1) in room 210 and on the first floor of the Performing Arts Center (Phase 2) in room 129.

Please notify campus police immediately of any accidents or falls, with or without injury, on any Calhoun campus.

The Chief of Police office is located in Building #6 on the main campus.

Emergencies: In the case of a major injury or serious illness, call 9-911 from a campus phone or 911 from a cell phone.

Calhoun Community College is proud of its historically safe campus. In an effort to promote awareness and enhance safety, we would like to direct you to the Annual Security Report, crime prevention, and emergency preparedness information on our Campus Police Department page 2 [www.calhoun.edu](http://www.calhoun.edu).

Calhoun Campus Police Responsibilities include:

- Assisting students.
- Enforcing all state and traffic laws and parking regulations.

- Investigating reports of criminal activity.
- Investigating incidents resulting in injury.
- Emergency management and preparedness, responding to emergency situations.
- Responding to and investigating traffic accidents.
- Responsible for Clery compliance.
- Providing parking and traffic flow during special events.
- Maintaining building security.
- Conducting lockdown and fire evacuation drills.
- Liaison with all off campus emergency resource agencies.

Should you have any questions or suggestions regarding campus safety, please contact the campus Chief of Police at 256-306-2574.

## STUDENT IDENTIFICATION CARDS

All students enrolled at Calhoun Community College are required to have in their possession a valid Student ID card for general identification purposes. This student ID must be presented to school officials, upon request. The student ID card is valid for each semester of the student's attendance. Replacement ID cards may be obtained at a fee of \$20, payable to Calhoun at the Cashier's Office. Replacement cards can not be charged to student accounts. Student ID pictures are taken in Chasteen Student Services Center, Room 107 on the Decatur Campus and in the Admissions Office in Huntsville. Please check the Calhoun website for hours of operation for each campus.

## MOTOR VEHICLE REGISTRATION

All students driving any type of motor vehicle on campus must secure and properly affix an official college parking decal to the vehicle regardless of the location of classes. Parking decals are available at the switchboard at the Decatur campus or the Administrative Office in Huntsville. For students who have received disability access license plates or disability access placards for Disability Access Parking Privileges under Alabama law and who wish to use College disability access parking spaces, special disability access parking placards can be obtained in Chasteen Student Services Center, Room 220, upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. Decals may also be obtained at the Administrative Office in Huntsville. In the interest of safeguarding designated disability access parking spaces from misuse by persons who are not properly entitled to use those spaces, the use of disability access parking spaces will only be permitted for those cars that display both a College disability access decals and either a disability access license plate or a disability access placard.

## HANDICAP PARKING POLICY

Eligibility to access available handicap parking on campus requires that a student, faculty or staff member show proof that they are the legally registered recipient of the state issued handicap parking placard. A valid Calhoun ID along with a receipt, similar to a tag receipt from the Department of Motor Vehicles, will be required to verify that the faculty, staff, or student is the registered user of the handicap placard or handicap tag and must be presented to the Student Disability Services Office. Students must also show a current (paid) schedule. The Calhoun handicap parking placard must be displayed on the rear-view mirror of the eligible vehicle when parked on campus. The handicap parking areas will be monitored. Fines for handicap parking violations are \$50.00.

## ABANDONED VEHICLES

If a vehicle is left unattended or is left in the same place for more than ten (10) days, the vehicle will be considered abandoned and will be towed at the owner's expense. If a vehicle is illegally parked (for example, blocking another vehicle that is legally parked), the illegally-parked vehicle will be towed at the owner's expense.

## PARKING/TRAFFIC CITATION APPEALS COMMITTEE

This is a three-member committee made up of one faculty member, one staff member, and one student leader. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee will only meet on an "as needed" basis.

### APPEALS WILL NOT BE CONSIDERED FOR THE FOLLOWING REASONS:

- Fire lane violation
- Handicap space violation
- Inability to find a proper or convenient parking space
- Other vehicles were improperly parked
- Late to class or appointment
- Financial hardship caused by fine

Calhoun Community College parking violations may be appealed within **ten (10) days** from the date of issuance. Each appeal must be based on verifiable evidence. The appeal **must be received** by the end of the 10th day after the ticket is issued.

To submit an appeal, please contact the campus on which the ticket was issued.

Decatur – Damon Morgan, 256-306-2575, [damon.morgan@calhoun.edu](mailto:damon.morgan@calhoun.edu)

Huntsville – Don Swain, 256-890-4711, [don.swain@calhoun.edu](mailto:don.swain@calhoun.edu)

## SEX OFFENDER REGISTRATION

Registered Sex Offenders must provide a copy of their Form 47 (information submitted to the registering law enforcement agency) along with a copy of their schedule for that semester to the Calhoun Community College Police Department. The Decatur Campus Police Department, is located in Building 6. The Huntsville Campus Police Department is located in the Sparkman Building Grand Foyer next to the Welcome Center. The ACA Campus Police Department is located on the second floor of Phase I in room 210.

## RESTROOM POLICY

Restrooms and locker rooms are designated separately for women, men and gender neutral. Gender neutral restrooms are identified as such and may be used by either gender. Any individual using the other biological gender's restroom or locker room shall be subject to discipline. Gender neutral restrooms are available and located in the following locations:

## Calhoun Community College Single Use Bathrooms

1. ATC - Both a men's and women's single use restroom off of the hallway at the east end of the High Bay.
2. HS - Unmarked single use restroom on the first floor next to the Men's restroom.
3. CAT - No single use restrooms.
4. Career Services- No single use restroom.
5. IT - 2 men and 1 women single use restrooms.
6. Campus Police - No single use restrooms.
7. Noble Russell - One single use unisex restroom off of the dressing room off of the main TV suite.
8. CBIT - Both men's and women's single use restrooms in the NCCER Training Lab.
9. Testing Center/Adult Education - None.
10. Energy Technology - One single use restroom.
11. Industrial Technology -Welding - one single use. Aviation - one single use.
12. Machine Tool - One single use unisex.
13. MSA - One unmarked single use (Family) restroom off of 1st floor vending.
14. Student Center -None.
15. Harris Hall - both men's and women's single use restrooms (2 per floor)
16. Maintenance - One single use restroom.
17. Library - Both men's and women's single use restrooms.
18. Fine Arts-None.
19. Gym - One single use restroom.
20. Ball Field Concessions - None.
21. ACA - None.
22. Huntsville -Two unmarked single use men's and women's restrooms on the main floor inside the staff mailroom/lounge. Two unmarked single use men's and women's single use restrooms on the lower level inside faculty lounge. (Sparkman Building)

## Gender neutral locker rooms are located in the following:

There is a single use locker room located in the gym.

## WEAPONS POLICY

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means in any building owned or operated by Calhoun Community College. Realistic facsimiles of weapons are also not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Calhoun Police.

Any such person seen with or using such weapons on campus will be subject to disciplinary and criminal charges.

Pursuant to state board policy 511.01, Calhoun Community College adheres to the following:

1. Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are:
  - a. Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.
  - b. Individuals not otherwise prohibited from a possession of a firearm by state or federal law may possess a firearm and ammunition for that firearms in the individual's privately owned motor vehicle while parked or operated on the grounds of the institutions; provided that the individual satisfies all of the following conditions;
    - (a.) If the firearm is a pistol, the individual is not generally prohibited from possession of a pistol by state or federal law.
    - (b.) If the firearms is any firearm legal for use for hunting in Alabama other than a pistol:
      - i. The individual possesses a valid Alabama hunting license.
      - ii. The firearm is unloaded at all times on the grounds.
      - iii. It is during a season in which hunting is permitted by Alabama law or regulation.
      - iv. The individual has never been convicted of any crime of violence.
      - v. The individual has no documented prior incidents on the grounds on the institution involving the threat of physical injury, or which in physical injury to another.
    - (c.) The motor vehicle is operated or parked in a location where it is otherwise permitted to be.
    - (d.) The firearm is either of the following:
      - i. In a motor vehicle attended by the individual, kept from ordinary observation within the individual's motor vehicle.
      - ii. In a motor vehicle attended by the individual, kept from ordinary observation and locked within a compartment, container, or in the interior of the individual's privately owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.
2. If the institution believes that an individual presents a risk of harm to himself, herself, or to others, the institution may inquire as to whether the individual possesses a firearm in his or her private motor vehicle. If the individual does possess a firearm in his or her private motor vehicle on the property of the institution, the institution may make any inquiry necessary to establish that the individual is in compliance with Section II above.
3. If the individual is not in compliance with Section II, the institution may take adverse action against the individual, in the discretion of the institution.