

GENERAL POLICIES AND PROCEDURES

Bookstore

The College bookstore, which is operated by a private contractor, provides both used and new textbooks, as well as supplies and novelties, for sale to students and faculty. In addition, a special time is set aside each semester to "buy back" current editions of books whether or not they are currently being used at the College. Advanced notices of these times are sent to the faculty.

Campus Conduct

Campus and college activities by students and/or college employees are under the jurisdiction of the College and must conform to college rules and regulations.

Children on Campus

Tidewater Community College has no facilities to provide care for the children of students or visitors. Students and visitors must make their own arrangements for childcare. Children may not be left unattended on the grounds, in automobiles, the snack bar, lounge areas, administrative offices, the registration site, or the Learning Resources Center. Children may not be taken into classrooms or laboratories.

Copyright Regulations

The right to copyright a work normally belongs to the publisher. When a faculty member is specifically commissioned by the College to prepare manuscripts and/or audiovisual materials or prepares them during time for which she/he is paid by the College, the materials are normally the property of the College. Consequently, if the faculty member expects any royalty or other compensation, the College and the faculty member will agree in advance on the same including the copyright to the commissioned work. (Visit www.tcc.edu/lrc/guides/copyrt.htm for additional information.)

Directory Information Policy

The following information is considered directory information:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Degrees, honors and awards received
8. Date and place of birth
9. Major field of study
10. Dates of attendance
11. Grade level
12. The most recent educational agency or institution attended
13. Course credit load

These items may be released without student authorization unless the student notifies the Enrollment Services Office in writing by the end of the first week of classes that the information should not be released.

The College must comply with judicial orders or lawfully issued subpoenas provided the institution makes a reasonable attempt to notify the student in advance of the compliance.

Drug Free School and Campus

The unlawful possession, use or distribution of drugs and alcohol by students and employees on college property or as any part of college activity is prohibited. The legal sanctions under State and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol include fines and imprisonment.

Students attending a community college may not possess, sell, use, give away, or otherwise distribute illegal drugs. Students violating this policy are subject to suspension, expulsion, or other appropriate discipline. College charges will be processed against students in the normal manner provided by the college rules.

Faculty members, staff members, or any employee of a community college may not possess, sell, use, give away, or otherwise distribute illegal drugs. Faculty members, staff members, or any employees of a community college violating this rule are subject to suspension or other appropriate discipline as provided in the Policies, Procedures and Regulations of the State Board for Community Colleges and/or the State Personnel Statutes and/or the laws of the Commonwealth of Virginia, the counties, and city governments.

In cases where the president or the president's designee believes that the continued presence of a person charged with possession, selling, using or distribution of illegal drugs presents a serious and immediate threat to the welfare of the college community, the students, faculty members, or staff members, will be afforded due process and a hearing as soon as possible, after which appropriate action will be taken.

The College is pledged in every way possible to help any individual achieve a realistic understanding of the consequences of drug use for him and society. Drug and alcohol counseling, treatment or rehabilitation programs are available by contacting each campus' counseling center, or may be obtained from the Community Services Board in the student's or employee's city of residence, or from any private provider.

Duplication and Clerical Assistance

These services are available to faculty members through the academic dean or other administrators. Instructors desiring assistance should contact the appropriate division office for specific information.

Emergencies

In case of an emergency call the general emergency number: from a pay phone **911** or from a college phone **9-911**.

Civil Disturbances - In the event of civil disturbances on campus, immediately notify campus Security Personnel. Do not attempt to interfere. If class is in session, inform your students to remain in the classroom or building away from windows and doors.

Students and staff will not be permitted to leave their area until notified by a college official or emergency personnel.

Fire - The person discovering a fire should sound the alarm at the closest pull station and call the Security Office immediately at the numbers listed below, giving the location of the fire and the name of the caller. Fire extinguishers are strategically placed only for use against minor fires (trash can, desk top, etc.) **If the fire is in a lab area, and the fire is mixed with chemicals**, do not attempt to fight the fire. Evacuate everyone immediately to a safe location and follow the contact instructions being sure to notify the emergency officials that the fire is in a lab area that contains chemicals..

In case of a fire alarm, personnel will evacuate the classrooms and office areas in accordance with fire instructions posted in each room and hallway wall.

Medical - The College does not maintain a medical staff on campus to administer to visitors, students, staff, or faculty. Since all personnel reside off-campus, medical and dental care, and the expense for such, are individual responsibilities. In the event of a medical emergency on campus, call the general emergency number **911 or 9-911** and alert campus security.

To contact College Security:

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| Chesapeake Campus Office Phone: 757 - 822-5099 (<i>voice</i>) Cell Phone: 757 - 406-3075 or 406-3076 E-mail: secureC@tcc.edu | Portsmouth Campus Office Phone: 757 - 822 - 2250 (<i>voice</i>) Cell Phone: 757 - 406 - 3036 or 757-406-3069 E-mail: secureP@tcc.edu |
| Norfolk Campus Martin Bldg. Phone: 757 - 822 - 1113 (<i>voice</i>) *Science Bldg. Phone: 757 - 822 - 1201 (<i>voice</i>) Technology Bldg Phone: 757 - 822 - 1302 (<i>voice</i>) Roper Center Phone: 757 - 822 - 1437 (<i>voice</i>) Cell Phone: 757 - 406 - 2092 or 757-406-2058 E-mail: secureN@tcc.edu *MAIN SECURITY DESK/NUMBER | Virginia Beach Campus Office Phone: 757 - 822 - 7038 (<i>voice</i>) Cell Phone: 757 - 406 - 2709 or 757-406-2723 E-mail: secureVB@tcc.edu ADVANCED TECHNOLOGY CENTER Cell Phone 757-406-2021 |
| Visual Arts Center Office Phone: 757 - 822 - 6990 Cell Phone: 757 - 406 - 1705 or 757-406-1796 E-mail: secureVAC@tcc.edu | |

****If no answer at the office, please call the cell phone.*

Equipment

- * *Breakage, loss, repair*
The breakage or loss of equipment is the responsibility of the individual to whom it is assigned. Breakage or loss of equipment should be reported immediately to the academic dean who, in turn, will notify the campus business manager. When equipment is in need of repair, the academic dean should be promptly notified.
- * *Control*
It is the policy of Tidewater Community College to receive, identify, record, and deliver to the appropriate division or office (through the Central Warehouse and the campus Business Office) all equipment received by the College. Divisions or offices will receive such equipment and account for it so long as it is charged to that division or office. All college equipment is labeled with Tidewater Community College identification numbers for inventory control.
- * *Inventory*
All property of the College is inventoried by location and personal responsibility. No equipment or furniture is to be moved from one location to another without the proper alteration being made on the inventory records. Forms for this purpose are available from the campus business manager.

Facilities Management Services

Any condition requiring immediate maintenance such as faulty plumbing, lack of heat, air conditioning malfunction, electrical problems, etc. should be reported to the campus Facilities Manager, the respective academic dean, or the campus Business Manager during normal working hours or, if after normal working hours, to the campus security office. Routine maintenance work (e.g., burned out light bulbs, damaged ceiling tiles, repainting, etc.) should be reported to the Facilities Manager or respective academic dean through the use of a work order request that is available online at www.tcc.edu (click Faculty and Staff, Inside TCC). Custodial services are also under the supervision of the college's Facilities Management and Services Department. All college buildings are on a regular cleaning schedule and are supervised by the campus Facilities Manager/Custodial Manager. If special attention or requests are required for a particular area or classroom, a written request (e-mail is acceptable) should be submitted to the campus Facilities Manager/Custodial Manager or the respective academic dean. The request will be attended to by the end of the next working day.

Gift Giving

Solicitation for the purpose of giving gifts to members of the faculty, staff, or administration may be embarrassing to those involved and should only be done with circumspection. Because of possible misinterpretation, solicitation for gifts to members of the administration is discouraged.

Information Technology Acceptable Use Guidelines

As a user of the Virginia Community College System's local and shared information technology resources, adjunct faculty must complete the Information Technology Employee Acceptable Use Agreement and comply with the VCCS Information Technology Acceptable Use Guidelines. Adjunct faculty members must also review the security awareness training materials in the Blackboard Course Management System within thirty days of the start of employment with the

college. The faculty member should complete a copy of the Security Awareness Training Certificate of Completion and submit it to the office of the academic dean for retention.

Inclement Weather Policy

Information about college closings in the event of inclement weather or other emergencies will be broadcast on many area TV and radio stations, will also be available from the TCC Information Center at 822-1122, and the college's website at <http://www.tcc.edu>. One of the following notices will be provided:

- 1. Message: The College is closed.**
The college is closed day and evening for students and staff.

- 2. Message: The college will open/close at ().**
The college will open/close at designated time for students and staff.

- 3. Message: The college will open at 4:00 p.m.**
The college will be closed for day classes and day staff, but will open for evening classes and evening staff.

- 4. Message: Evening classes are cancelled.**
The college is closed for evening students and staff.

Please do not call the college. Incoming telephone calls tie up lines that need to be used to make decisions and notifications. The radio and television stations will be notified as soon as the administrative decision is made.

Keys

Adjunct faculty may obtain any necessary keys from their academic dean. The security officer on duty should be contacted when it is necessary to enter a college building after it has been secured.

Lost and Found

Lost and found articles should be turned in to the campus Business Office. They may be claimed upon showing appropriate demonstration of ownership.

Mailboxes

Adjunct instructors who teach on campus are assigned a mailbox on the campus. Division offices should be contacted for information concerning the location of the mailboxes. Those who teach off-campus will have all of their correspondence sent to their home address.

Official Entertainment

The provost must approve any official entertainment or the hosting of a convention or conference on any campus. Any possible arrangements for meeting expenses for such activities, the president, in full or in part, must consider.

Parking and Traffic

All faculty and staff are expected to observe the following traffic and parking regulations of the College. Traffic and parking regulations for the College have been approved by the Tidewater Community College Board.

A campus security officer or other authorized college personnel will be on duty to control vehicular traffic.

All students, faculty, and classified personnel who will be driving and using the parking facilities on the campuses must register their automobiles and be issued a decal or hangtag to ensure parking privileges. The decal or hangtag should be placed in the appropriate location indicated. Those drivers of automobiles without decals who are not bona fide visitors are subject to an administrative summons and their vehicle subject to being towed. To ease the flow of traffic and to ensure safety, all posted traffic, parking, and speed-limit regulations must be observed. Excessive speeds on campuses must be avoided at all times. The College assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campuses. It is suggested that automobiles be kept locked at all times.

Parking and/or moving violations will be noted by an administrative summons. Failure to honor this summons will result in disciplinary action. Parking for the handicapped is restricted to those vehicles displaying a disabled veteran's license plate, an official Division of Motor Vehicles license, or a hangtag for a handicapped driver.

Local Law Enforcement agents will issue a summons or a parking ticket to vehicle owners who violate Handicap and Fire Lane regulations.

Printing Services

Instructors desiring course materials printed by the college's print shop must submit those materials, in camera-ready form, to the Office of Marketing, Creative Services, and Publications, at least 30 days prior to the beginning of the class for which the materials are required. Adherence to copyright regulations is the responsibility of the instructor requesting the materials. The instructor will be required to certify such adherence in writing prior to the materials being printed.

Publicity

All college and campus-specific public relations activities will be coordinated through TCC's Communications Office. The office prepares and distributes [news releases](#) and other forms of advisories to the media on college faculty, staff, students, events, and programs. The office contacts representatives of the news media, responds to all inquiries for information from reporters, handles publicity for college events, and helps departments and other college units coordinate their public relations efforts with the college's branding and marketing program. The [Communications Officer](#) seeks to increase the college's presence in the media by identifying faculty or other employees to whom the media might be referred when seeking experts for commentary on a variety of issues.

Faculty contacts by news representatives should respond only to questions in their specific areas of expertise and responsibility. The College President is the chief spokesperson for TCC on matters of policy. Individuals should not attempt to address issues involving other offices or departments or speak on behalf of the college.

Safety

Safety is the responsibility of all college employees and everyone is expected to adhere to the following safety regulations:

1. Faculty members shall instruct students in the proper use of all equipment.
2. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment. Instruction given concerning the use of equipment should also include all relevant safety precautions.
3. At the end of each laboratory session, it is the responsibility of the instructor to secure all equipment and supplies, turn out the lights, and lock the door of the laboratory.
4. Supply rooms are to be kept locked at all times when not under the direct supervision of the instructor or a laboratory assistant.
5. Although students should be encouraged to practice and experiment when their classes are not in session, such activity should not be permitted unless there is an instructor or laboratory assistant present who is responsible for the safety of the students and the security of the equipment involved.
6. All incidents (accidents, injuries, illness, etc.) will be reported to the Provost's Office and to security personnel on duty.
7. In the event of an injury requiring first aid, college personnel are expected to call the emergency service (**911** from a pay phone **or 9-911** from a college phone). Faculty and staff are not expected to provide first aid to students or other persons who may visit the campus.

Sexual Misconduct

The Virginia Community College System and Tidewater Community College have adopted policies prohibiting Sexual Misconduct. (See Appendix K).

Smoking, Food, and Drinks

Smoking is not permitted in any college facility. Similarly, no food or drinks are permitted in classrooms, laboratories or the Learning Resource Centers.

All college personnel are responsible for the enforcement of this policy.

Supplies

Requests for supplies are submitted directly to the academic dean or supervisor.