

Ivy Tech Community College of Indiana

POLICY TITLE

Safe Campus Environment

POLICY NUMBER

9.2 (Formerly APPM 3.5 and SAP 9.1)

PRIMARY RESPONSIBILITY

Office of Student Affairs

CREATION / REVISION / EFFECTIVE DATES

Created September 1992/Revised February 1999; Spring 2006/Effective Spring 2006

PURPOSE

The health and well-being of students and employees are major concerns of the institution.

ORGANIZATIONAL SCOPE OR AUDIENCE

Students, Faculty and Staff

DEFINITIONS

Disruptive Behavior: Behavior in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech.

Harassment: Conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors.

Hazing: An initiation process usually into a club or organization, which often involves humiliating or otherwise harmful tasks, performances, or behaviors, is not permitted.

POLICY

It shall be the policy of the College to conform to the provisions of the Occupational Safety and Health Act (OSHA) as they apply to the operations of the College, specifically in maintaining a workplace that is free from hazards that would be likely to cause death, serious physical harm, or diseases in connection with work performed.

PROCEDURE

Faculty and students are expected to strictly observe OSHA requirements and all other local, state and federal safety rules and regulations that pertain to the classroom/lab/clinic. This shall include, but not be limited to, the wearing of any required

personal protective equipment and the prescribed methods and procedures for handling and disposing of certain materials that may be hazardous, unstable, infectious, etc.

Appropriate safety procedures are to be established within each region.

In conjunction with OSHA requirements, additional behaviors have been identified to ensure the safety of employees and students while at work and school.

Disruptive Behavior

No employee or student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period, the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting, campus official(s) and/or campus security officers may remove the student from that setting upon oral request by the instructor.

Harassment/Sexual Harassment/Stalking and/or Intimidation

Conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. This also covers harassment or intimidation of persons involved in a disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Harassment, stalking, and/or intimidation is not permitted. Perpetrators are also subject to Indiana state law.

Hazing

Hazing, an initiation process usually into a club or organization, which often involves humiliating or otherwise harmful tasks, performances, or behaviors, is not permitted.

Motor Vehicles

Employees and students are expected to comply with parking regulations. Handicapped parking spaces and visitors' areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

Compliance with Indiana State Laws:

Violation of these laws is also against College rules and violators may also be prosecuted according to Indiana law.

- **Alcoholic Beverages**
Consuming, being under the influence of, or possessing intoxicating beverages on College property is not permitted.

- **Arms/Deadly Weapons/Explosives/Chemicals**

Possession of firearms (except those possessed by police or campus security officers) and other weapons, dangerous chemicals, or any explosive or explosive device is prohibited on College property or at any College sponsored activity held elsewhere. No student shall use or threaten to use firearms, other weapons, dangerous chemicals, or any explosive or explosive device on College property or at any College sponsored activity held elsewhere. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause fear in or assault of another person is included within the meaning of a firearm, explosive, or weapon.

- **Assault and Battery, Abusive Actions, Physical and/or Verbal Altercations and /or Threatening Language**

Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person's will. Any student charged with an assault on Ivy Tech Community College of Indiana property or at any College sponsored activity is subject to prosecution and will be disciplined under the campus code of student conduct.

- **Counterfeiting and Altering**

Copying or altering in any manner any record, document, or identification form used or maintained by the College is not permitted.

- **Dumping and Littering**

No employee or student shall deposit, dump, litter or otherwise dispose of any refuse on college property, except in duly designated refuse depositories

- **Gambling**

Gambling is not allowed except where permitted by state law or within a sanctioned program or class.

- **Illegal Use of Drugs**

Being under the influence of, use of, possession of, or distributing illegal drugs is not permitted.

- **Smoking**

All Ivy Tech Community College of Indiana buildings are classified as "non-smoking" facilities. Smoking is permitted only in designated areas.

- **Theft of Property**

Theft of personal property, College property, or property located on College property is a violation of College rules.

- **Vandalism**
The destruction or mutilation of Ivy Tech Community College of Indiana books, magazines, equipment, resources, or buildings is a violation.
- **Accidents**
All visitor, student, or employee accidents must be reported to the appropriate supervisor no later than the end of the day during which it occurs. Report the time, place, witnesses and a description of the accident and any injury on the appropriate accident report form as soon as possible, no matter how minor the accident. Supervisors must report accidents to their designated Regional staff.

Failure to report an accident which develops into a serious injury at a later date or one which results in someone losing time from work, the injured person may have difficulty receiving insurance benefits. Late injury claims may result in the claim being denied. It is the employee's or student's responsibility to file the College's injury report form promptly because state laws require the College to do so.

REFERENCES

Occupational Safety and Health Act: <http://www.osha.gov/comp-links.html>

State of Indiana <http://www.in.gov/core/law.html>

State of Indiana <http://www.in.gov/core/safety.html>

Student Code of Rights and Responsibilities

http://www.ivytech.edu/shared/shared_corepository/CodeOfStudentRights-ResponsibilitiesFinal.pdf

Student Injury Report

General Liability/Property Incident Claim

RESOURCE PERSON

Vice Chancellor for Student Affairs and Vice Chancellor for Academic Affairs