

**Academic Honesty:** Cheating, plagiarism, and other acts of academic dishonesty are regarded as serious offenses. Instructors have the responsibility to submit, in a written report to the Associate Vice President of Student Life, any such incident that cannot be resolved between the instructor and student. Depending on the nature of the offense, serious penalties may be imposed, ranging from loss of points to expulsion from the class or college. Student rights and responsibilities can be located in the MHCC Student Handbook.

**Affirmative Action:** Inquiries regarding application of these and other regulations should be directed to either the College's Affirmative Action Office (503) 491-7200 or TDD 491-7202, the Office of Civil Rights, Department of Education, Seattle, Washington; or to the office of Federal Contract Compliance Programs, Department of Labor, Seattle, Washington.

**Alcohol & Drugs:** The abuse of alcohol and drugs is a grave impediment to student success in college classes and life. The abuse of legal and illegal drugs also adversely affects other students in the classroom. Students who have developed, or who believe that they might be developing, a dependency on alcohol or drugs are encouraged to consult with their instructor or the college's Advising and Counseling Center for assistance and/or referral to appropriate assistance. Neither alcohol abuse nor drug abuse will be considered an excuse for substandard performance on assignments or inappropriate behavior in the classroom.

**Americans with Disability Act:** MHCC is committed to inclusive and accessible learning environments in compliance with federal and state law. If you have a disability or think you may have a disability (mental health, attention-related, learning, vision, hearing, physical, or health impacts) please contact the Accessible Education Services (AES) office at (503) 491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu) to have a confidential conversation about academic accommodations. Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. In addition, individuals with questions regarding ADA accessibility to college public events, please contact (503) 491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu)

**Campus Smoking Policy:** MHCC is a "Tobacco-Free Campus" as of January 2, 2010. Smokers may be fined \$15 for smoking in tobacco-free zones.

**Classroom Behavior:** Instructors have the responsibility to set and maintain standards of classroom behavior appropriate to the discipline and method of teaching. Students may not engage in any activity which the instructor deems disruptive or counterproductive to the goals of the class. Beepers, pagers, and cellular phones can be a nuisance and are not to be brought to the classroom. Instructors have the right to remove offending students from class. Repetition of the offense may result in expulsion from the course.

**College Closures/Canceled Classes:** Closure notices will be announced on the major radio and TV stations. Students are able to receive e-mail and text message regarding closure information by signing up at Flashnet.com.

**Equal Opportunity:** It is the policy of MHCC to provide equal educational opportunity and employment opportunities and to provide service benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability or any other status or characteristic protected by applicable state or federal law.

**Higher Education Opportunity Act (HEOA), Clery Act Amendments:** Campus crime statistics, trespass individual and emergency notifications are posted on the MHCC website, [www.mhcc.edu](http://www.mhcc.edu)

**Learning Success Center:** The LSC provides free tutoring to students in a variety of academic subjects, as well as individual learning skills consultation and academic success seminars. The LSC Computer Skills lab is available for individual academic use and has a variety of skill-building software, as well as computer skills tutoring. For current schedules of services including student success seminars and drop-in tutoring schedules, call (503) 491-7108, go online to [www.mhcc.edu/lsc](http://www.mhcc.edu/lsc), or visit the center, located above the Library.

**Non-Discrimination Statement:** Mt. Hood Community College promotes [non-discrimination](#) by maintaining a respectful working and learning environment free of all forms of discrimination and harassment. It is against district policy for any manager, supervisor, faculty, staff or student to engage in discrimination of any member of the College community based on race, color, religion, ethnicity, national origin, age, sex, gender, marital status, disability or sexual orientation in its programs and activities. The College shall comply with all local, state and federal laws with regard to non-discrimination as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act, and [Oregon Revised Statute 659A](#). For inquiries regarding the non-discrimination policy, contact: Travis Brown, Director of Human Resources & Interim Title IX Coordinator; [Travis.Brown@mhcc.edu](mailto:Travis.Brown@mhcc.edu); 26000 SE Stark St., Gresham, OR, 97030; [503-491-7219](tel:5034917219).

## **SAFETY AND SECURITY:**

There are Public Safety officers on duty 24 hours every day. They patrol the entire campus in marked vehicles. In the event of an emergency dial "33" from any campus phone. There are 20 emergency and information telephones placed throughout the campus. They are located at the front flagpoles, at the main gym entrance and at various points on both the upper and lower levels of the main academic center.

The community service/campus information office (at the southwest corner of the library wing, near the flagpoles) is open Monday through Friday until 7 p.m. for students waiting for rides or buses. The office is not open on Saturdays.

Doors leading to the Jazz Café are open Monday through Friday from 6 a.m. until 10:30 p.m. This well-lit area is equipped with tables and vending machines. It is a great place for study groups. Restrooms adjacent to the café are open during Jazz Café hours.

Public Safety officers are available to escort you through our "Safe Walk" program. Officers are available at any time through the campus switchboard. Dial "7310" from any campus phone to reach an officer.

Closed-circuit cameras monitor broad areas of the campus at all times.

**Safety and Security Management / Campus Information** is located at the west end of the Library wing, north of the flagpoles. It is open year-round Monday – Friday 8:00 a.m. - 5:00 p.m. Public Safety officers are on duty 24 hours every day. They patrol the entire campus in marked vehicles. Closed-circuit cameras monitor broad areas of the campus at all times.

**Emergencies:** Students must follow their instructor's instructions. If needed, emergency telephones are located throughout the campus. Dial 7911 for emergency assistance on the Gresham Campus. Dial 911 for Maywood and other MHCC facilities. If calling Public Safety from a cell phone, dial (503) 491-7911.

*Note: If you have a health concern that might affect classroom activities, please inform your instructor privately as soon as possible at the beginning of the term.*

**Fire / Evacuation Alarm:** If you hear the evacuation alarm sound, students and instructors must pick up their belongings and calmly walk out of their classrooms to the parking lot. Classroom doors are to be closed but not locked when exiting. Instructors will direct students to the part of the lot furthest from the campus; at least 300 feet from the building. Students and instructors must wait in the parking lot until Public Safety announces that the drill or emergency situation is over. No one is to re-enter the building just because the alarm has stopped. No one may drive through the evacuation crowd.

**Earthquake:** We will get NO NOTICE, so as soon as an earthquake is felt, get next to the nearest piece of substantial furniture, crouch down and hold on so that the protection doesn't move away from you. If no shelter is available, crouching next to a counter top, a piece of substantial machinery or the back of a chair is advisable. As a last resort move to a windowless, interior wall, close to an exit; crouch and cover your head with your arms. If the evacuation alarms sounds, calmly pick up your belongings, close but do not lock the doors as you leave, and proceed from the building to the perimeter parking lots. Evacuation routes should be adjusted to avoid hazards.

*Note: Students with disabilities who are unable to perform these procedures should talk with their instructor and develop individualized evacuation plans. Plan development assistance is available from Environmental Health and Safety, (503) 491-7495, and Disability Services, (503) 491-6923.*

**Emergency Phones:** Emergency phones are located throughout campus. Gray metal phone enclosures are located on the main mall, the flagpole turnaround, the entrance to the Gym, the north end of campus and the Mountain Fountain. Additional red, emergency phone enclosures are located at the Child Development Center, the walkway to the Gym, the football field track, and the Visual Arts Mall.

**Escort Services:** (503) 491-7310. Public Safety Officers will escort individuals to their car from the Office for Campus Information, the Student Center, or other campus offices. Public Safety may be contacted by using any campus phone or one of the emergency phones.

**Injuries:** Public Safety will respond to on-campus injuries. For assistance call (503) 491-7911 or 7911 from a campus phone.

**Infection Control - Illness:** Frequent hand washing or application of alcohol gel is recommended to control the spread of infections. Drinking ample water, eating regularly, getting adequate sleep, and receiving influenza vaccinations will help maintain health. Noses and mouths should be covered with a tissue when coughing or sneezing, or a shirtsleeve or elbow used if no tissue is available. Anyone experiencing symptoms of influenza or other infectious diseases should remain home for at least 24 hours after symptoms have passed and the individual is free of fever or signs of fever, without the use of fever-reducing medicines, no vomiting, diarrhea or other symptoms associated with the infection, e.g. rash, sores.

**Traffic:** The posted speed on campus roads is 15 mph. Public Safety enforces the speed limit and tickets violators. Pedestrians should exercise extreme caution when crossing campus roadways and cross at the crosswalks whenever possible.

**Other Safety Concerns:** Environmental Health and Safety Office (503) 491-7495 should be contacted if there are other safety concerns, i.e. herbicide applications, blood borne pathogen exposures, hazardous waste disposal

**Sessions may be recorded** - To maximize the learning resources available to you, I may record (audio and/or video) lectures and labs. These recordings may be published, unedited, through the Internet and could be available to the general public. These recordings are to be used only for educational, non-profit, purposes. Protect your own privacy by being professional in your communication in class. If, at any time, you wish to communicate with me without the potential of being recorded please submit your question/comment in written form. Thanks for being part of the teaching revolution!

**Finally, any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so... this will enable him to provide any resources that he may possess.**