

MY WELLNESS AND SAFETY

Communicable Diseases Policy

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, methicillin-resistant Staphylococcus aureus (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic shall be subject to additional provisions based on policy F.3.1.1 <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.3.1.1-procedure.pdf>

Proof of Bacterial Meningitis Vaccination Requirement

Per Texas State Law (SB 1107), students who meet the criteria below, must provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.

- All new, transfer or transient students under age 22.
- All returning students under the age of 22, who have experienced a break in enrollment of at least one fall or spring term.
- Students enrolled in online or dual credit courses who physically attend classes at any of the Colleges in the Alamo Colleges District.
- New or returning continuing education students enrolled in a course or program that is at least 360 contact hours.

As of October 1, 2013, the proof of bacterial meningitis vaccination is required only of new, transfer, or transient students under the age of 22.

Americans with Disabilities Act / ADA Coordinator

Some students have disabilities that challenge their capacity to succeed in the classroom. Disability Support Services at Northeast Lakeview College will assist students with acquiring the tools they need to be successful in college. Students who are eligible for disability-related services, including students who need accommodation in online courses, must have a temporary or permanent disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities such as walking, standing, seeing, speaking, hearing, or breathing. For specific information regarding disability services.

CONTACT:

Disability Support Services
Student Commons (STCM) 222D
(210) 486-5487
nlc-dsscounsel@alamo.edu
<http://www.alamo.edu/nlc/Disability/>

Personal Attendant Care

Northeast Lakeview College is committed to providing all students equal access to its programs, facilities, and services. In keeping with this commitment, Northeast Lakeview College recognizes that a Personal Care Attendant (PCA) may be necessary to address the personal needs of a student with a disability in order for that student to fully participate in the college's offerings.

Students who require personal care attendant services are encouraged to provide a PCA to assist the student with personal needs as well as to facilitate full integration into the college experience as reasonably possible. It is not the responsibility Northeast Lakeview College to provide personal care attendant services to meet the personal needs of the students. It is the sole responsibility of the student to provide a PCA to assist the student should an attendant need to be hired.

Americans with Disabilities Act Student Grievance Procedure

STUDENT COMPLAINTS

Students who feel that they have been discriminated against or who feel that the Alamo Colleges District has not adequately fulfilled its obligations under the provisions of Title IX, Section 504, or the ADA may address their concerns to the coordinator or file a complaint pursuant to the Alamo Colleges District's student grievance procedures (see <https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-h/h.1.2.1-procedure.pdf>).

Campus Sex Crimes Prevention Act

Sex offenses are crimes of a sexual nature. They vary in type and can be misdemeanors or felonies. Felony offenses are more serious crimes than misdemeanors.

The Texas Department of Safety (DPS) has established a website as the official internet source for Sex Offender Registration Information <https://records.txdps.state.tx.us/SexOffender/index.aspx>. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. DPS maintains a file based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register.

Clery Act

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

Alamo Colleges Police Department

The Alamo Colleges District Police Department provides law enforcement and security services to all components of the Alamo Colleges District, including academic campuses and a variety of satellite facilities in its service region (Bexar, Bandera, Comal, Kendal, Kerr, and Wilson Counties; Atascosa County, except the territory within the Pleasanton Independent School District; and Guadalupe Counties, except the territory within the San Marcos Consolidated Independent School District).

The Alamo Colleges District Police Department is the primary police authority for the Colleges of the Alamo Colleges District. Our Police Officers are certified Texas Peace Officers as defined in Article 2.12 of the Texas Code of Criminal Procedure.

Police protection is provided 24 hours a day, 365 days a year. The primary objective of the patrol officer is to provide a safe environment for employees, students, and the community. The department is responsible for:

- Emergency services
- Criminal investigations
- Traffic enforcements/investigations
- Providing escorts
- Crime prevention
- Responding to call(s) for service

- Non-emergency request(s)
- Parking management
- Lost and Found
- Compliance with the Campus Security Act of 1990

The Department of Public Safety (DPS) at NLC office keeps a “Lost and Found” for the college. Unclaimed items are disposed of at the end of each semester. Found items should be sent to DPS as soon as possible. The items are disposed by the Alamo Colleges District Police Department.

Location: Facilities (NFAC 121)

Contact: (210) 486-5607

Complaint Against Police Officer

The Government Code of the State of Texas requires that in order for a complaint, against a law enforcement officer in the State of Texas, to be considered by a Chief of the head of a Police Department, the complaint must be placed in writing and signed by the person making the complaint. A copy of the signed complaint must be presented to the affected officer or employee within a reasonable amount of time after the complaint is filed and before any disciplinary action may be taken against the affected employee (Sec. 614.022-023 <https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/complaint-procedures2/>).

For additional information regarding the complaint process consult the Alamo Colleges Police Department website <https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/>

LICENSED CONCEALED CAMPUS CARRY

Licensed concealed campus carry of handguns takes effect at the Alamo Colleges District on August 1, 2017. No open carry is allowed. The Alamo Colleges District have exercised limited statutory authority to adopt rules prohibiting carry at certain locations, which will be designated by signs. The law does not permit a prohibition in classrooms or faculty offices. If you see a person openly carrying or deliberately displaying a firearm on campus, call the police at (210) 485-0911. Do not confront a potentially armed person. By law, only police are permitted to ask whether a person is a license holder or carrying. The law does not allow faculty to tell license holders to refrain from exercising their legal right to carry concealed in class, to ask whether carrying, to demand to pat down, etc.

The Alamo Colleges District will not consider the law’s requirement that a license holder conceal the weapon on or about their person violated if a license holder places their purse, rucksack or briefcase away from their person but within their view during tests at the direction of their instructor. Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas. College lockers are not authorized for storage of handguns by license holders. License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. Unintentional display of a weapon by a license holder must be avoided, but should not be confronted other than by police, who will exercise their enforcement discretion. Open carry, intentional display, unlicensed carry, carry in spite of signed prohibition and negligent obvious unintentional display are subject to employee and student discipline, as well as possible prosecution.

For more information, please visit:

<https://www.alamo.edu/about-us/compliance/campus-carry/>

Contacting Students in Case of an Emergency

The Alamo Colleges District has implemented a mass emergency communication system. In the event of a college emergency or closure, students will be notified through email, voicemail, and text message. Participation for text messaging is on an “opt in basis,” and you are encouraged to participate by logging in to your ACES account by clicking on “My Page” link. In order to ensure successful delivery of emergency notifications, all students are encouraged to periodically review the accuracy of his/her contact information on file.

Drug-Free Schools and Communities Act Amendments of 1989

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Northeast Lakeview College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by a student on its property or as part of any of its activities. The College recognizes the importance of awareness about alcohol and other drug abuse. Visit the online college catalog for the standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

Emergency Plan

Take these simple precautions to protect yourself and your property:

- If you are leaving campus late at night, use the buddy system so you are in contact with at least one other person. Do not take short-cuts at night and stay on well-traveled paths.
- If you want a safety escort at any time, contact the police at 210-485-0099—an officer or courtesy patrol will be glad to assist.
- Keep purses, laptops, books, backpacks, coats and other personal property with you. Don't leave them unattended, even for a short time.
- Lock your car and store valuables in the trunk. Never leave keys in the ignition or valuables on the seats.
- Before entering your parked car, review it for signs of break-in or someone hiding on the floor.

For more information about NLC's emergency plan please visit our website: <https://www.alamo.edu/nlc/about-NLC/our-college/emergency-information/>

Hazing

Any kind of hazing is forbidden. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off the college campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the College.

The term includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm of which adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the College, or that may reasonably be expected to cause a student to leave the organization or the College rather than submit to acts described in this subsection;
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Interrogations and Searches

Northeast Lakeview College respects the right of students to privacy and security and against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of overall welfare of other students or when necessary to preserve good order and discipline of the school. If no search warrant is obtained, any prohibited item within "plain view" is subject to seizure.

Areas such as lockers and desks, which are owned and controlled by the College, may be searched by school officials

when they have reason to believe that stolen items or items prohibited by law or by Board policy are contained in the area. Indiscriminate searches in the nature of “fishing expeditions” shall be prohibited.

Protecting Your Property

PERSONAL PROPERTY

Anticipate potential risk and take steps to remove or reduce it. Ninety percent of prevention is the public’s awareness. Help reduce your risk by:

- Marking all books, backpacks, cell phones, etc with name and driver’s license number
- Programming emergency numbers in cell phone
- Reporting all stolen books to local bookstore, and campus police
- Guarding your personal belongings at all times (computers, electronic devices, jewelry, purses, wallets, etc.)

VEHICLE SAFETY

A vehicle in a parking lot is an inviting target for theft, vandalism or burglary. To minimize the risk of these crimes:

- Remove ignition key
- Lock all doors
- Secure all windows
- Avoid leaving valuables in the vehicle, but if you must, lock them in the trunk before departing your home
- Use anti-theft locks
- Consider installing an alarm system
- Record serial numbers of radio, stereo or other equipment
- Report suspicious activity in parking lots

Rehabilitation Act

No person shall, on the basis of race, color, religion, gender, national origin, age, veteran status, genetic information, sexual orientation or disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity sponsored or conducted by the Alamo Colleges District.

STUDENT COMPLAINTS

Students who feel that they have been discriminated against or who feel that the Alamo Colleges District has not adequately fulfilled its obligations under the provisions of Title IX, Section 504, or the ADA may address their concerns to the coordinator or file a complaint pursuant to the Alamo Colleges District’s student grievance procedures (see <https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/>).

Sexual Harassment

Students shall not engage in sexual harassment toward another student or an Alamo Colleges District employee. When a charge of sexual harassment against a student is substantiated, the college shall take disciplinary action pursuant to the The Civil Rights Discrimination, Harassment and Retaliation Policy set forth in <https://www.alamo.edu/experience-the-alamo-colleges/current-students/police/>

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors that is persistent, pervasive or severe.

Sexual harassment includes, but is not limited to:

1. Unwelcome physical contact of a sexual nature such as inappropriate touching.
2. Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
3. Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual or his/her appearance.
4. Use of sexually suggestive terms or gestures to describe a person’s body, clothing, or sexual activities.

5. Displaying or posting offensive sexually suggestive pictures or materials on Alamo Colleges District property.

Neither the Alamo Colleges District nor any College employee, agent, or student shall retaliate against a student who, in good faith, reports perceived sexual harassment.

Title IX at Northeast Lakeview College

Title IX is a federal law that prohibits discrimination based on sex (gender) of employees and students of educational institutions receiving federal financial assistance. Title IX's prohibition of discrimination includes acts of sexual harassment and relationship violence. Northeast Lakeview College does not tolerate sex discrimination, sexual harassment or sexual violence of any kind. To ensure compliance with Title IX, Northeast Lakeview has a designated Deputy Title IX Coordinator to address such violations. Sex and gender-based misconduct is defined within Policy, H.1.2 Civil Rights Discrimination, Harassment and Retaliation

<https://www.alamo.edu/about-us/compliance/board-policies--procedures/>

An individual may file a grievance with the Deputy Title IX Coordinator if the complainant believes there was discrimination. The complaint should be filed as soon as possible and preferably within 180 days after the alleged incident. To file the complaint, the individual may make a verbal statement to the Deputy Title IX Coordinator or make a written statement or use the online reporting form located at https://cm.maxient.com/reportingform.php?AlamoColleges&layout_id=72, detailing the violation of the policy. It is important that the complainant explain what he or she would like to result from the resolution of the complaint.

*Deputy Title IX Coordinator for Northeast Lakeview College
Dr. Tangila Dove, Interim Vice President for Student Success
STCM 222M Student Commons 210-486-5471*

Anyone who believes they have been subjected to gender-based or sexual discrimination or harassment ("sex and gender-based misconduct") is encouraged to report these incidents to the Deputy Title IX Coordinator. Upon receiving a report, Northeast Lakeview College will respond promptly, equitably, and thoroughly. In addition, the College will take steps to prevent the recurrence of the alleged sex and gender-based misconduct and correct its effects, if appropriate. The College is committed to providing a learning environment free from gender-based discrimination or harassment.

Students who wish to file criminal charges should make contact with the Alamo Colleges Police Department (ACPD). The case may be investigated by the ACPD or in collaboration with the San Antonio Police Department and the surrounding municipalities. The decision of whether or not to file criminal charges does not affect the responsibility of the College to act on a complaint brought to the Administration.

IMPORTANT NOTE ABOUT CONFIDENTIALITY

Any College official (e.g., faculty member, faculty or staff advisors to Student Organizations, dean, etc.) informed of an allegation of sex and gender-based misconduct involving students or other members of the College community is required to file a report with the Deputy Title IX Coordinator. Certain college officers who are serving in a privileged professional capacity (e.g., counselors, clergy, rape crisis counselors, medical service providers) are not bound by this expectation, except as required by law. The Counseling Department at Northeast Lakeview College is located in STCM 222D.

When a report of sex and gender-based misconduct is investigated, the Complainant (person bringing the complaint), the Respondent (accused) and all identified witnesses who are interviewed in the investigation, will be notified of the College's expectation of confidentiality/privacy. The College will make all reasonable efforts to maintain the confidentiality/privacy of the parties involved in sex and gender-based misconduct investigations. Breaches of confidentiality/privacy will be reviewed and may be considered a violation of the policy and may result in additional disciplinary action. Any action that could be deemed retaliatory will be dealt with according to this procedure. A Complainant may make a request for anonymity. This type of request means that the Complainant does not want his/her identity known to the respondent or witnesses, or that the Complainant wishes to withdraw a report. In these

situations, the College will make all reasonable attempts to comply with this request; however, the College's ability to investigate and respond may be limited.

Jurisdiction

The College is able to respond formally to alleged incidents of sex and gender-based misconduct:

- that occurred on campus,
- that were part of official College programs (regardless of location), or
- where the Complainant and Respondent are a student, member of the faculty, staff or administration of the Alamo Colleges District.

If the offender is unknown or is not a member of the College community, the Deputy Title IX Coordinator (or designee) will assist students in identifying appropriate college resources or local authorities if the student would like to file a report. In addition, the College may take other actions to protect the student and the community.

Interim Measures

During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to: restrictions on contact between the Complainant and the Respondent, bans from areas of college, and/or appropriate changes in academic, or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

Informal Resolution is not an option in cases involving allegations of sexual assault.

Investigation

Reports of alleged sex and gender-based misconduct will be investigated in a thorough and prompt fashion. Following the receipt of a report, if it is determined that there may be a reason to believe that a policy may have been violated, a formal investigation may commence. If investigation is to commence, the Respondent will be notified that a report has been filed and he/she will have the opportunity to submit a written statement within five (5) business days, whenever possible. The Respondent and Complainant will be given the opportunity to meet separately with the Title IX Coordinator (or designee) to review the Policy and procedure. Please see the procedures in Policy H.1.2.1 (<https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-h/h.1.2.1-procedure.pdf>)

Retaliation

Any attempt by a member of the College community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is completely prohibited. Any person who believes that he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to the appropriate discipline process.

Additional reporting options include:

District Title IX Coordinator:
Linda Boyer-Owens
201 Sheridan St. Bldg A
San Antonio, TX 78204
210-485-0200

Regional Office of Civil Rights
Region VI - Dallas (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Jorge Lozano, Regional Manager
Office for Civil Rights U.S. Department of Health and Human Services
1301 Young Street, Suite 1169
Dallas, TX 75202
Voice Phone (800) 368-1019, FAX (214) 767-0432, TDD (800) 537-7697