

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

VIOLATIONS Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC and DM series]

RECORD RETENTION An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA]

SAFETY REQUIREMENTS All employees shall adhere to College District safety procedures and guidelines and shall report unsafe conditions or practices to the appropriate supervisor.

ALCOHOL AND DRUGS A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to all new employees and shall be available on the College District human resources' website.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on College District property or College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTIONS It shall not be considered a violation of this policy if the employee:

1. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

The College President is authorized by the Board to permit the serving and consumption of alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts).

NOTICE

In addition to a copy of this policy, each employee shall be given a copy of the College District's statement regarding a drug-free workplace and drug-free schools and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

REPORTING
VIOLATIONS
OF THE LAW

Each employee shall report violations of law to his or her supervisor, a human resources representative, the appropriate vice president or provost, or the College President as soon as he or she may become aware of the same. Failure to make such a report may compromise the integrity of the College District depending upon the severity of any concealment and may subject the employee to disciplinary action, including termination of employment with the College District.

In instances in which an employee asserts that he or she is being suspended, terminated, or discriminated against on account of the good faith reporting of a violation of law, the employee has all rights and protections afforded by law and in particular under V.T.C.A., Government Code 554.001, et seq., whereby such action is a form of unlawful retaliation. Employees claiming retaliation under this section shall exhaust all administrative remedies to correct an alleged injustice, including filing a resolution of employee concern form [see DGBA(LOCAL)] and following the appropriate procedures thereafter.

WEAPONS ON
CAMPUS

The College District prohibits the use, possession, or display of any illegal knife, club, or prohibited weapon, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the College President or designee. [See CHF]

ARRESTS,
INDICTMENTS,
CONVICTIONS, AND
OTHER
ADJUDICATIONS

An employee (or designee, if the employee is incarcerated) shall notify his or her immediate supervisor through a written letter via certified (verifiable) e-mail or certified mail and sent/postmarked within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude.

MORAL TURPITUDE

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

SMOKE- AND
TOBACCO-FREE
WORKPLACE

The College District prohibits smoking and the use of tobacco products or other electronic smoking devices on all College District property. Violators of this policy may be subject to disciplinary action, including, but not limited to, termination of employment.

Employees seeking assistance or related educational materials should contact the human resources office.

USE OF COLLEGE
DISTRICT EQUIPMENT
AT AN OFF-CAMPUS
LOCATION

College District employees may use College District equipment for College District-related purposes at off-campus locations, including a personal residence, by completing an equipment check-out form and by following the related procedures. Failure to comply with the published guidelines may result in disciplinary action. An employee shall not use College District facilities, secretarial assistance, office supplies and equipment, or other College District resources for personal gain or benefit; such use of College District resources for personal gain or benefit is a violation of College District policy and state law.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

STUDENT CODE OF
CONDUCT

College District students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

The College District expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They shall adhere to College District policies and municipal, county, state, and federal laws; and
2. They shall not interfere with or disrupt the orderly educational processes of the College District.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens.

SCHOLASTIC
DISHONESTY

Every member of the College District community is expected to maintain the highest standards of academic integrity. The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, it is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one or more of the following acts.

General scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit, or class work, research, or the award of a degree; falsifying academic records; using annotated texts or teacher's editions, using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; and/or submitting work that is not one's own. All work submitted for credit is expected to be the student's own work. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials but also information and opinions gained

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; unauthorized copying of computer or Internet files; using someone else's work for an assignment (in whole or in part) for more than one class or institution without permission from the professor or professors; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including, but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. A student found responsible for scholastic dishonesty offenses shall receive an authorized disciplinary penalty or penalties from the dean of student development office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member shall determine the appropriate academic penalty.

OTHER OFFENSES

The College District may initiate disciplinary proceedings for a student who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Forging, altering, or misusing College District documents or records.
2. Disrupting the orderly process of the College District (e.g., classes, events, or meetings) or interfering with the lawful rights of others.
3. Conducting himself or herself in a manner that interferes with College District teaching, research, administration, disciplinary procedures, or other activities and public service functions.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.
8. Violating College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration of meetings and activities, use of College District facilities or the time, place, and manner of public expression).
9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
10. Failing to notify College District officials of a change in residency status or current address.
11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphorants, look-alike products (what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
13. Unlawfully retaliating against another student, campus visitor, or staff or faculty member.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

14. Unlawfully harassing or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability harassment, and/or creating an intimidating, hostile, or offensive educational environment.
15. Using, possessing, or displaying any illegal knife, club, or prohibited weapon, in violation of the law or College policies and procedures, on College property or at a College-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]
16. Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions shall subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution.
17. Releasing restricted course call numbers to other students.
18. Misusing or sharing College-Wide Identification numbers (CWID), CougarMail e-mail accounts, or other restricted access codes or passwords.
19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, sending chain letters, and the like), and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and shall be addressed as a formal disciplinary matter.
21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
22. Engaging in the disruptive use of electronic, digital media, or telecommunications devices during class, labs, or other College District learning environments. In addition, all electronic, digital media, or telecommunication devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Center.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

23. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
24. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on all College District property. [See FLBE]
25. Committing any other offense that violates the College District's core values or that disrupts the educational processes of the College District.

HAZING

Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBC(LEGAL)] The office of the dean of students at the College District shall publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

STUDENT CONDUCT
TOBACCO USE

FLBD
(LOCAL)

For the safety and comfort of students and employees, the College District has adopted a College Districtwide no smoking policy. Smoking or use of any tobacco product or other electronic smoking device shall not be permitted anywhere inside any of the campus buildings. Violations of the policy shall be considered a breach of the Student Code of Conduct.

STUDENT CONDUCT
ALCOHOL AND DRUG USE

FLBE
(LOCAL)

ALCOHOL

The use of intoxicating beverages shall be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public campus areas. The College District President is authorized by the Board to permit the serving and consumption of alcohol at special fundraising functions for the College District, at specially designated events in College District facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts). With the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution and/or the College District Foundation. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

CONTROLLED
SUBSTANCES

When on College District property or while attending College District-sponsored activities on- or off-campus, a student shall not, or attempt to, possess, have under his or her control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. Alcohol.
2. Any controlled substance as defined by the Texas Controlled Substances Act.
3. Abusable volatile chemicals in violation of manufacturer's directions.
4. A dangerous drug, as defined by state or federal law.
5. Steroids.
6. Substances referred to as designer drugs.
7. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student shall not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herbal/natural euphorants, and/or look-alike products or anything represented to be one of these substances.

PARAPHERNALIA

A student shall not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

DEFINITION OF
POSSESSION

Possession means actual care, custody, control, or management and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the

STUDENT CONDUCT
ALCOHOL AND DRUG USE

FLBE
(LOCAL)

item possessed or is aware of his or her control over the item for a sufficient time to permit the student to terminate his or her control. In addition, items in a car under the care, custody, control, or management of the student will be in the student's possession.

EXCEPTION

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

VIOLATION

Students who violate this policy shall be subject to appropriate disciplinary action as defined in the College District's Student Code of Conduct (Code).

NOTICE

Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Each student taking one or more classes for any type of academic credit, except for continuing education units, shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol. [See FLBE(EXHIBIT)]

TOBACCO

The College District is a smoke- and tobacco-free institution. The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) shall be strictly prohibited anywhere on College District property or in College District facilities. A student who violates this policy may be issued a citation by the College District Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in the Code.

[For more information and smoking cessation assistance, see the College District's Student Handbook or contact the College District's counseling services.]

DRUG-TESTING

Student participation in certain academic and extracurricular programs may require drug-testing. The student may be tested upon beginning participation in the identified programs and/or a random basis. The requirements are defined and available for review prior to a student enrolling in the College District or participating in the affected programs and activities.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

PURPOSE The College District provides facilities for use by community groups when such use advances the College District's mission and when such use is not in conflict with the College District's programs and does not constitute a violation of the local, state, or federal laws governing actions by public agencies. The Board reserves the right to determine whether a proposed use of facilities is consistent with the philosophy, objectives, and policies of the College District.

PHILOSOPHY The College District is supported by public and private funds. Those who benefit most from its activities are students. However, since the College District is supported by all individuals in its service area, it is dedicated to serving the needs of all its constituents, as appropriate. In support of this mission, the College District encourages use of its facilities by the public.

The grounds and facilities of the College District shall be made available to members of the College District community, including students and their respective approved student organizations, when such use does not conflict with normally scheduled activities or any College District policy. Students and approved student organizations shall be subject to the College District rules and regulations governing the use of College District facilities. The requesting student(s) or approved student organizations shall pay all expenses incurred by their use of the facilities. Such expenses are limited to the cost for required College District custodial, security, and building staff and damages and/or losses.

FACILITIES AVAILABLE FOR COMMUNITY USE College District facilities shall also be available to community groups in accordance with this policy.

PRIORITY OF USE The campus facilities scheduling coordinator shall assign priorities to requests for the use of College District facilities in accordance with Board policy. The campus facilities scheduling coordinator, working in conjunction with the appropriate campus vice president/provost or designated representative, shall approve events, dates, and times; resolve conflicts; and approve any deviations from the priority schedule or from the standard fee structure as deemed necessary to carry out College District policy in accordance with its philosophy.

The priority schedule is as follows:

1. Priority One is reserved for College District academic programs.
2. Priority Two is reserved for College District-approved co- and extracurricular activities.
3. Priority Three is granted to public events of an educational nature that are cosponsored by the College District.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

4. Priority Four is granted to approved fundraisers sponsored by the College District, the College District Foundation, College District-approved student or alumni organizations, or similar related groups.
5. Priority Five is granted to public events of an educational nature, sponsored by independent school districts or other public agencies.
6. Priority Six is granted to public events organized by groups outside of the College District that are of an educational, cultural, public service, or recreational nature and for which any proceeds are totally used to defray the cost of the event. Also included in this category are events for nonprofit charitable groups and organizations.
7. Priority Seven is granted to events designed to generate profit or to further the programs of non-College District-sponsored individuals, organizations, or businesses.

In order to present a diversified program of community events, it may be necessary to give priority to requests from groups that have not previously used the facility. In no case shall a group be allowed to schedule a facility to the exclusion of other groups.

Organizations from within the College District's service area shall be given priority over requests from organizations located outside the College District's service area.

Events that directly benefit the citizens of the College District shall be given priority over events that specifically target larger groups or groups from outside the College District.

Programs offered through the facilities rental program (Priority Seven) shall not appear to be programs affiliated with or sponsored by the College. All communications, in connection with a renter's use of the premises, including but not limited to admission tickets, e-mail, print media, social media communications, window cards, radio and television announcements, and telephone solicitations shall be submitted to the College District for review and approval of form and content a minimum of 72 hours prior to press time.

The College District reserves the right to modify these priorities without notice as deemed necessary to accomplish its objectives.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

EMERGENCIES OR
DISASTERS

The College President or designee may authorize the use of College District facilities by public safety and security officials in the case of emergencies, threats, or disasters.

SCHEDULING OF
FACILITIES

The campus facilities scheduling coordinator shall schedule the use of College District facilities. All approved events shall appear on the master events calendar. The approval for use of College District facilities shall be issued after coordination with the appropriate service areas.

External requests for use of facilities shall be filed at least two weeks in advance of the desired date. Requests shall be made in writing and shall include:

1. The name of the student, approved student organization, or other organization requesting use of the facilities;
2. The location of the facility desired and the date and time of locations;
3. The approximate number of persons expected to use the facility;
4. How the facility shall be used; and
5. Proposed method of payment for any additional expenses.

Rental agreements to use facilities shall only be for specified dates and times. The College District assumes no obligation in the event that a change of either date or time is requested or necessitated by events beyond its control.

The campus facilities scheduling coordinator shall approve applications that are consistent with the provisions of this policy, including the **CONDITIONS OF USE**, described below, unless there are reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested.
2. The applicant is under a College District disciplinary penalty prohibiting the use of the facility.
3. The proposed use includes nonpermissible solicitation.
4. The proposed use will compete with College District programs, services, and/or course offerings.
5. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

available law enforcement officials could not control with reasonable efforts.

6. The applicant owes a monetary debt to the College District, and the debt is considered delinquent.
7. The proposed activity would disrupt or disturb the regular academic program or would result in damage to or defacement of property or facilities.
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

If the facilities schedule coordinator does not approve an application under this section, he or she shall give the applicant a written statement of the grounds for the denial.

CONDITIONS OF USE

College District facilities shall not be available to individuals for private gatherings sponsored by private individuals.

Approval of requests for the use of facilities shall not be based upon the applicant's race, religion, age, disability, color, sex, national origin, veteran status, or other legally protected class.

College District facilities shall not be available for long-term use. Long-term use shall be defined as use of the facility for more than five days per month or for more than three weekends per month. Facilities use requests shall be considered for a time period not to exceed four calendar months, coinciding with the fall, spring, and summer College District semesters.

Failure to comply with the conditions outlined in this policy and the rental agreement may result in penalties, including but not limited to, restrictions on future rental of College District facilities and/or an additional damage/cleaning fee.

SPECIAL
REQUIREMENTS

When a College District facility is being used, an employee of the College District shall be on the premises and shall be fully in charge of the facility being used.

All users of College District facilities shall execute and comply with a rental agreement with the College District.

**TOBACCO USE
PROHIBITED**

The College District is a smoke- and tobacco-free institution. The use of tobacco products or other electronic smoking devices is strictly prohibited anywhere on College District property or in campus buildings. Violators of tobacco regulations may be issued a citation by the College District police department and may face legal fines. Additionally, violators may be subject to disciplinary action by the College District.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

ALCOHOL AND
DRUG USE
PROHIBITED
EXCEPTION

The use of alcohol and intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. However, with the prior consent and approval of the College President, the provisions herein may be waived for specified culinary instructional programs or with respect to any specific event that is sponsored by the College District and/or the Collin College Foundation. State law shall be strictly enforced at all times on all property or facilities controlled by the College District in regard to the possession and consumption of alcoholic beverages. All other possession, consumption, or use of alcoholic beverages or illegal drugs shall be prohibited on College District property or facilities. Any person who appears to be under the influence of intoxicating liquor or drugs shall be denied access to and/or the use of College District property or facilities.

The consumption of food and beverages shall be restricted to certain areas.

Groups or organizations using College District facilities shall conform to all federal and state statutes, county and municipal ordinances, and fire regulations. Decorations must be flame retardant and shall be erected and taken down in a manner not destructive to College District property or facilities. The use of any material or device that constitutes a hazard to people, equipment, property, and/or facilities is expressly prohibited.

Display materials used or distributed on College District property and/or facilities must have the approval of the director of student life or the appropriate campus vice president/provost or designated representative before they are posted and must be removed within 24 hours following the event. The lessee shall be billed for any cleanup expenses that may result if materials are not removed in a timely manner or if storage of lessee-owned materials is required.

Events that include attendance of or participation by minors shall require adult supervision by the sponsoring organization.

College District apparatus, furniture, or equipment shall not be removed, altered, or displaced without permission from an authorized College District official.

Approval of an application may include the condition that the applicant reimburses the College District for police and/or security officers, as required.

The lessee is liable for the care and protection of College District property and/or facilities and shall be charged for any damages

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

sustained by the premises, furniture, or equipment because of the occupancy.

Rental agreements for use of any College District facility shall be revoked when facilities are misused or when the foregoing rules are violated. Rental agreements may not be renewed when revoked for misuse.

The lessee is responsible for any and all loss, accidents, neglect, injury, or damage to person, life, property, or facilities that may be the result of, or caused by, the lessee's occupancy of the facilities or premises for which the College District might be held liable. The lessee shall protect and indemnify the College District, the Board, and any officer, agent, or employee of the College District and save them harmless in every way from all suits or actions at law for damage or injury to person, life, property, or facilities that may arise, or be occasioned in any way, because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The College District may require, at its discretion, the furnishing of a certificate of liability insurance by the lessee in an amount specified by the College District.

CHILDREN ON
CAMPUS

Unattended children shall not be allowed in College District facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in classes or approved programs with the College District. Children shall not be taken to orientations, classes, labs, testing centers, or other academic programs. Furthermore, children shall not be taken to work with College District employees other than for approved programs with the College District.

ANIMALS ON CAMPUS

The College District shall allow certain animals to accompany a student or visitor on campus, in accordance with the following:

1. Instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission shall be obtained from the appropriate academic dean. The permission statement shall clearly designate the date, location, and purpose for the animal's presence on campus. Each animal shall be on a leash or equivalent and fully under the control of the handler. The handler shall have documentation of current vaccinations for the animal. The care and supervision of the animal shall be the sole responsibility of the handler.
2. Service animals as defined by the Americans with Disabilities Act (ADA) and used as guide dogs or signal dogs or other animals individually trained to provide assistance to an individual

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

with a disability. Service animals are working animals, not pets. Animals that meet this definition shall be considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals shall be on a leash at all times and under the control of the individual with a disability. The care and supervision of the animal shall be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations under the ADA. Students utilizing a service animal on campus shall complete a registration form with the College District access office.

All other animals shall not be permitted on any College District campus or in any College District facility.

FEES Information regarding the College District's fee schedule is available from the campus facilities scheduling coordinator.

PUBLIC ASSEMBLY Public assembly, discussion, or demonstration must not disturb or interfere with a program, event, or activity approved by the campus facilities scheduling coordinator, appropriate campus vice president/provost, or designated representative and must not unreasonably disturb or interfere with normal operations and activities of the College District.

Any person who refuses to identify himself or herself fully in accordance with policy GFA and the Penal Code 30.05 may be guilty of a misdemeanor, an offense, upon conviction, punishable by a fine of not more than \$200.

In addition to the penalty above, any student who refuses to identify himself or herself fully may be subject to College District discipline, which may include suspension.

PERMISSIBLE SOLICITATION As used in this policy, the word "solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an entity.

The only solicitation permitted in or on any property or facilities either owned or controlled by the College District shall be in accordance with the following:

1. The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the appropriate campus vice president/provost, the vice president of student development, or a designated representative for the conduct of such activity.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

2. The sale or offer for sale of any food or drink item in an area designated in advance by the appropriate campus vice president/provost, the vice president of student development, or a designated representative for the conduct of such activity.
3. The collection of membership fees or dues by approved student organizations at meetings of such organizations scheduled in accordance with College District regulations on the use of facilities.
4. The collection of admission fees for the exhibition of movies or other programs scheduled in accordance with College District regulations.
5. The activities of an entity that can present to the appropriate campus vice president/provost, vice president of student development, or designated representative written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code. No organization may solicit under this section for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

SOLICITATIONS

No solicitation shall be conducted on the grounds, sidewalks, or streets of any property or facilities, owned or controlled by the College District, except as approved by the appropriate campus vice president/provost, vice president of student development, or designated representative.

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
2. The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation shall not harass, embarrass, or intimidate the person or persons being solicited.

If, after a reasonable investigation, the appropriate campus vice president/provost, vice president of student development, or designated representative determines that a solicitation is being conducted in a manner that violates this policy, the appropriate campus vice president/provost, vice president of student development,

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

or designated representative may prohibit the offending entity from soliciting on the campus for such period or periods of time determined to be appropriate. [See FKC(LOCAL)]

FUNDRAISING

Only organizations or individuals authorized by the College District shall be allowed to sponsor and engage in fundraising activities under the name of the College District. All such activities must be compatible with the mission and objectives of the College District and must be approved by the appropriate campus vice president/provost, vice president of student development, or designated representative. Any other fundraising activities shall be submitted in advance for consideration to the College District senior vice president of academic affairs and student development.

PETITIONS,
HANDBILLS, AND
LITERATURE

The appropriate vice president/provost's office or designated representative is responsible for overseeing campus solicitations and publications. Each petition, handbill, or piece of literature shall identify the person or organization distributing it.

No person or organization may publicly distribute on College District property or in College District facilities one or more petitions, handbills, or pieces of literature that are obscene or libelous or that contain nonpermissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities.

No person or organization may distribute literature by accosting individuals or by hawking or shouting. The distributor must clean the area around where the literature was distributed.

USE OF COLLEGE
DISTRICT NAME OR
SYMBOL

The name of the College District, the emblem/logo of the College District, or any other recognizable symbol representing the College District shall not be used as a part of the name or masthead of any publication without the express written approval of the appropriate member of the College District leadership team.

IDENTIFICATION OF
FUNDING SOURCE

Any publication, developed wholly or in part from funds received from a grant, must have the funding source clearly identified on the document.

SIGNS

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; "posting" shall be defined as any means used for displaying a sign. Requirements for election signs are described below at ELECTION/CAMPAIGN SIGNS AND TENTS.

No person or organization may post a sign that is obscene or libelous or that contains nonpermissible solicitation. [See FI(LOCAL) or FKA(LOCAL)]

Except for nonpermissible signs, as defined herein, an entity may publicly post a sign on College District property or facilities only in areas or locations designated by the director of student life or a designated representative in conjunction with the appropriate campus vice president/provost and the campus facilities plant operations manager. No object other than a sign may be posted on College District property or facilities.

Before publicly posting a sign, an entity shall:

1. Deposit with the student life office staff or a designated representative the sign to be posted.
2. Provide pertinent information including the:
 - a. Name and phone number of the student, approved student organization, department, or community member, which must be included on all items to be posted;
 - b. Proposed general location for posting the sign; and
 - c. Length of time the sign shall be posted.

Upon receipt, the student life office staff or designated representative shall ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 24" x 24", shall be posted neatly on appropriate bulletin boards by student life office personnel or a designated representative, subject to space availability.
2. Items shall receive an approval stamp dated and signed by student life office personnel or a designated representative for each item to be posted.
3. Materials generally shall be approved for a maximum period of four weeks.
4. Materials that do not conform to these posting procedures and guidelines shall be subject to immediate removal.

A sign may not be:

1. Attached to:
 - a. A shrub or plant.
 - b. A College District vehicle.
 - c. A permanent sign installed for another purpose.
 - d. A fence or chain or its supporting structure.

COMMUNITY USE OF COLLEGE DISTRICT FACILITIES

GF
(LOCAL)

- e. A brick, concrete, or masonry structure.
 - f. A statue, monument, or similar structure.
2. Posted:
- a. On or adjacent to a fire hydrant.
 - b. On or between a curb and sidewalk.
 - c. In a College District building or facility except on a bulletin board designated for that purpose.

The student life office staff or designated representative shall remove all signs no later than one week after the expired approval stamp date. No person shall remove a sign posted or attached in accordance with this section without permission from the director of student life or designated representative.

NONPERMISSIBLE
SIGNS

No entity shall post or carry a sign that:

- 1. Involves nonpermissible solicitation;
- 2. Contains material that is obscene or libelous; or
- 3. Is larger than 24" x 24", unless authorized by the director of student life.

ELECTION / CAMPAIGN
SIGNS AND TENTS

Election campaign signs shall be limited to five signs per candidate at each College District polling site, at a location designated by the appropriate campus vice president/provost, during the period of early voting and on Election Day when the campus is a voting site. Such signs shall be limited to a size not to exceed 24" x 24" and must be either hand-held or staked into the ground. However, use of t-posts shall not be allowed.

Tents, awnings, and shelters shall not be permitted on College District property. Megaphones shall not be permitted within 1,000 feet of the polling location.

All electioneering must comply with applicable election laws.

CLASSROOM
BULLETIN BOARDS

Bulletin boards located both inside and directly outside each classroom shall be under the jurisdiction of the appropriate vice president/provost or designated representative.