

Highline Community College

College Safety Report 2009

This straight forward guide is a universal resource for information on Highline Community College; as well as its policies, services, and available programs that enhance campus and personal safety.

2009 Campus Safety Plan

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1.0 Introduction

This is the 2009 Campus Safety Report for Highline Community College (“College”). The purpose of this report is to inform all current and prospective students, faculty, staff, and community members of the College’s safety and security policies and procedures. Also included in this report are programs and services offered by the College, as well as outside resources, to aid in safety counseling, prevention, and accommodation.

This document is free of charge and readily available to all current and prospective students, faculty, and staff. To receive a hard copy of this report, please contact: Campus Safety, in the lower level of Building 6, room 105. The phone number is: (206) 878-3710 extension 3218.

It is a priority for Highline Community College to provide a safe learning and working environment.

1.1 College Profile

Highline Community College is nationally and internationally recognized as a premier community college, a reputation earned through the development of an institutional culture that values innovation, globalization of curriculum, and community participation. Highline is one of 34 community and technical colleges in the state of Washington.

History

The College was founded in 1961 as the first community college in King County. With approximately 16,000 students and 350,000 alumni, it is one of the state’s largest institutions of higher education. The current campus was built in 1964 with additional buildings added in following years to meet student and technology needs.

Governance

The College is led by President Dr. Jack Bermingham and is governed by a five-member Board of Trustees: Dr. Elizabeth E. Chen, Dr. Edward Davila, Mike Regeimbal, Barbara Reid, and Dan Altmayer.

Degrees and Programs

The College offers associate degrees that provide preparation for transfer to four-year colleges or universities along with Associate of Applied Science (AAS) degrees and/or certificates in approximately 40 professional-technical education programs, designed to help students succeed in today’s marketplace. Highline also offers pre-college, basic education, and short-term training programs.

Mission Statement

We deliver innovative education and training opportunities to foster your personal and professional success in our multicultural world and global economy. We help you build a better future.

Recent Notable Achievements

- Highline was a finalist for the 2006 MetLife Foundation Community College Excellence Award, recognizing the College's institution-wide commitment to successfully serving low-income students, first-generation college students, and working adults. The College's application was selected from a group of 54 [?] representing 24 states. The College was the first finalist from the state of Washington since the award was created in 2002.

- The College was recognized as one of Hispanic Outlook in Higher Education magazine's "2005 Publisher's Picks." The magazine annually lists the colleges and universities in the 50 states and Puerto Rico that do a "commendable job of recruiting, retaining, educating, and graduating Hispanics." The College was one of only five two-year colleges in Washington to make the list.

- The College is one of six Washington community colleges selected for the Achieving the Dream Initiative. It's a national initiative to increase the success of students traditionally underserved in higher education, such as low-income, minority, and first-generation college students. The five-year grant provides funding up to \$450,000.

- The College is one of 10 Washington two-year colleges participating in the Opportunity Grant Pilot Program. The program helps low-income adults by paying for college-related expenses that may not be covered by traditional aid. The College will receive a grant of up to \$432,000 to serve 45 students in high-demand training programs in business, education, and health care that will lead to living-wage jobs in South King County.

- Highline's alliances with other colleges around the world encourage international students to attend Highline for their education and give Highline students the opportunity to study abroad. Faculty exchanges are also in place, with the College recruiting faculty members from Asia, Africa, and Europe to teach.

- Other current international projects include USAID higher education partnership grants to provide entrepreneurship training for small businesses in South Africa and Namibia.
- The College takes great pride in its supported employment and other programs contracted with King County that serves approximately 560 adults with disabilities per quarter.

1.2 The Students of Highline: A profile of campus enrollment

Academic Year 2008-2009

Total credit and non-credit students: 18,355 (58% female, 42% male)

Total credit students: 10,369 (56% of all students; median age 24)

Total number of International students: 556

Total number of Running Start students: 1126
(Puget Sound Early College has been discontinued)

Self-reported ethnicity of the student population (credit and non-credit)¹:

34%	White
19%	Asian
19%	Other/Foreign National/Multi-racial
14%	African American
12%	Hispanic/Latino
1%	Native Hawaiian/Pacific Islander
1%	Native American or Alaska Native

Students' most recent purpose for enrollment:

35%	attend for basic skills programs
24%	attend to transfer to a 4-year college/university
19%	attend for work-related courses (current or future)
12%	attend for undeclared or other educational objectives
5%	attend for high school completion programs
5%	attend for personal enrichment

Type of course enrollments²:

31%	of enrollments in transfer courses
31%	of enrollments in basic skills
22%	of enrollments in professional/technical courses
11%	of enrollments in pre-college level courses

¹Hispanic students are no longer calculated separately from non-Hispanic students.

2. Student may be enrolled in more than one type of course.

5% of enrollments in personal enrichment courses

Students who transferred to a public 4-year institution from Highline in 2007-2008 (506 students):

- 44% went to the University of Washington (all campuses)
- 29% went to Central Washington University (all campuses)
- 17% went to Washington State University (all campuses)
- 5% went to Eastern Washington University or The Evergreen State College
- 5% went to Western Washington University

Serving Our Community

Of the total student population, 92 percent of Highline students reside in King County and 5 percent in Pierce County.

Highline students by city: (*% of King or Pierce county residents with > 1% in a city or metro n = 17,845*)

Federal Way	4,046	22.7%
Kent	2,762	15.5%
Des Moines	2,071	11.6%
SeaTac	1,793	10.0%
Tukwila	1,453	8.1%
Auburn	1,446	8.1%
Burien	1,218	6.8%
Seattle metro	798	4.5%
Renton	789	3.6%
Tacoma metro	520	3.6%
Covington	303	1.7%

1.3 Central Washington University (CWU)- Des Moines Center Profile

Academic Year 2008-2009

Total Number of Students- 718 (63% female, 37% male, Median Age of Students 28.4)

Total number of International Students – 12

Self reported ethnicity

White	62%
Asian	18%
Black American or African`	8%
Hispanic/Latino	4%
Native American/Alaska Native	3%

Foreign National/multi-racial	3%
Native Hawaiian/Pacific Islander	2%

Types of course enrollments

Undergraduates – 83%
 Post baccalaureates- 9%
 Masters- 8%

Counties served

King County	66%
Pierce County	25%
Snohomish County	2%
Thurston County	2%

Remainder from the following counties

Gray’s Harbor
 Kitsap
 Clallam
 Lewis
 Pacific
 Skagit

2.0 The Highline Community College Campus

The College’s main campus is located on an 80-acre wooded site in the Pacific Northwest, 20 minutes south of downtown Seattle. Perched on a hill in Des Moines, Washington, the main campus overlooks the beautiful Puget Sound and the Olympic Mountains. Classes are also provided at the Marine Science and Technology Center (MaST) at Redondo Beach and additional service-area locations such as Burien, Tukwila and White Center.

2.1 College Policies and Student Rights and Responsibilities

It is highly recommended that students familiarize themselves with the [Student Rights and Responsibilities Code](#) as well as the policies of the College, which are located at the end of this document in Appendix A on page 30. For hard copies, please visit the Student Services office on the upper level of Building 6.

2.2 Access and Security of Campus Facilities

- The public has access to the public areas of the campus.
- Access to classrooms and buildings is limited to persons having official business in those facilities.

- Unauthorized access to buildings, rooms or facilities and/or disorderly, disruptive or criminal behavior on campus or in any college controlled facility may, at a minimum, result in person being removed from the facility.
- Failure to leave when lawfully requested may result in charges of criminal trespass.
- Visitors on campus are expected to abide by all college rules and regulations.
- Students are subject to the [Student Rights and Responsibilities Code](#).
- Employees are subject to college rules and regulations.
- Parking regulations apply to all persons using the campus parking facilities. All persons are expected to abide by applicable local, state, and federal codes and ordinances.

The Campus Safety Department investigates incidents related to possible violations of any rules or regulations of Highline Community College.

3.0 Emergency Procedures

The Emergency Action Plan for the College is attached to this document and is available on the Campus Safety website, <http://www.highline.edu/admin/safety/emergency.htm>, as well as in hard copy at the Campus Safety office (Building 6, room 105).

The Emergency Action Plan was updated on August 2008 and includes the following response information:

- [Armed Intruder/Weapon Threat](#)
- [Bio-Terrorism or Biological Disaster](#)
- [Blood Borne Pathogens](#)
- [Bombs / Bomb Threats](#)
- [Earthquake](#)
- [Epidemic/Outbreak](#)
- [Fire](#)
- [Hazardous Materials/Spill/Exposure](#)
- [Inclement Weather](#)
- [Major Communications Outages](#)
- [National/Regional Emergency](#)
- [Protests, Marches & Demonstrations](#)
- [Tsunami and Flooding](#)
- [Utility Failure](#)
- [Volcanic Ash](#)
- [Violence Risk and Threat Assessment](#)

Maps (PDFs)

- [Assembly Points](#)
- [Vehicle Evacuation Plan](#)

Please refer to the document for policies and procedures related to the prevention, response, and recovery of natural disasters and other emergencies that may affect the College. Each building on campus is also equipped with a flip chart detailing these emergency procedures as well as the evacuation assembly points for that building.

The College strongly recommends that each student and employee familiarize him or herself with the Emergency Action Plan as well as the posted flip-charts.

3.1 College Closure and Emergency Notification

If the College is closed due to inclement weather, power outages, or other emergencies, staff members will be notified as part of a “telephone tree” through their respective divisions. If this system fails or time is too short or if a faculty or staff member suspects a closure, they should contact their department coordinator or the Campus Safety office at (206) 878-3710 ext.3218 for advice, or the switchboard for a recorded announcement.

The local TV and radio stations often carry such news.

Be sure to listen for the report for Highline Community College (not Highline School District). The College also posts closure information on the schools closure page on the worldwide web at <http://www.schoolreport.org/>. Be sure to look for the College, not the school district’s status. Every effort is made to post information before 6 am.

For more information on suspended operations consult [Suspended Operations Procedure](#).

Procedures for communicating with students, faculty, staff, the public, and the media during and following emergencies:

- **HCC Alert:** Emergency Alerts are sent via text message to those who have subscribed to the service. Please visit <https://bob.highline.edu/hccalerts/> to sign-up so that you will be notified in the event of an emergency.
- **SchoolReport.org** is a site that provides a report of school schedule changes due to adverse weather conditions and other emergency situations for member school districts, colleges, and private schools. www.schoolreport.org [Sign up](#) for email or pager alerts.

4.0 Campus Safety

Campus Safety staff are available 24 hours a day, 7 days a week, 365 days a year. The Campus Safety office is located in the lower level of Building 6, room 105. The phone number is: (206) 878-3710 extension 3218.

The staff constitutes of 15 members who are professionally trained to provide a safe and secure environment for the students, faculty, staff, and visitors on our campus.

Each full time officer attends the City of Des Moines Police Reserve Academy, completing approximately 247 hours of police training. All officers maintain current first aid and CPR certifications.

In addition to providing students, faculty, and staff with a safe learning environment, the Campus Safety Department also provides the following services: on-campus escorts, vehicle assist, and lost and found.

4.1 On-Campus Escorts

If at any time a student or staff member would like a Campus Safety Officer to escort them for any reason, they may contact the Campus Safety Office at **(206) 878-3710 extension 3218** from any public, private, or cellular phone or **3218** from any campus telephone. The service is free.

4.2 Vehicle Assist

Another service offered by Campus Safety is vehicle assistance. The Campus Safety department is equipped to assist motorists in jumpstarting vehicles and unlocking vehicle doors. To request a vehicle assist, come the Campus Safety office (Building 6, lower level, room 105) or call the office (206) 878-3710 extension 3218, with the specific location and description of the vehicle.

The Campus Safety officers do *not* assist in the changing of flat tires.

4.3 Lost and Found

Lost and found item(s) are turned in to the Campus Safety office ([Bldg 6, room 105](#)) where they are logged and stored for 60 days. In order to claim a lost item, one would need to come to the Campus Safety office (Bldg 6-105). A valid photo ID is required to claim lost item(s).

If lost item(s) have not yet been turned in, a 'Lost Report' may be completed at the Campus Safety office with a description of the item(s) and contact information in the event the item(s) are turned in later.

5.0 Partnership with Des Moines Police Department

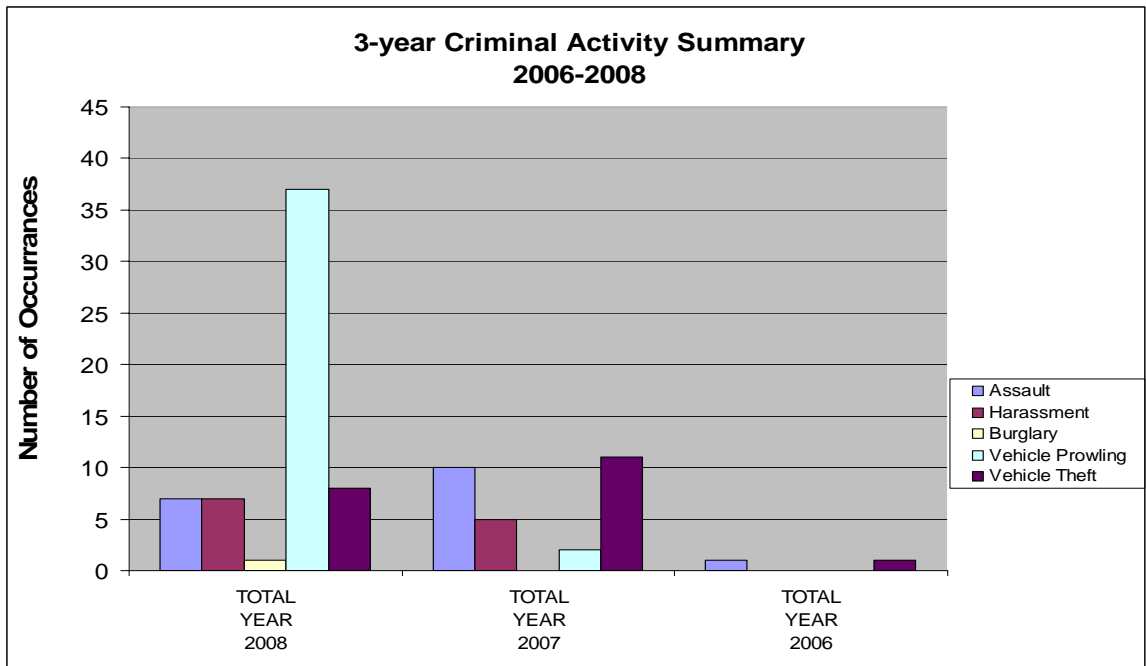
In addition to having the Campus Safety Department as a resource for this campus, Highline Community College has an established relationship with the Des Moines Police Department. Through a Memoranda of Understanding (MOU), the following priorities have been established:

- A. The Des Moines Police Department will assist Highline Community College Campus Safety in their efforts to provide security and maintain a peaceful learning atmosphere on the campus.
- B. Crimes committed on the Highline Community College campus are reported to the Des Moines Police Department.
- C. The Des Moines Police Department will handle crimes occurring on campus that Campus Safety personnel have no authority to handle.
- D. The Des Moines Police Department provides a system of reports and records for incidences that it is investigating and manages the release of information pertaining thereto.

5.1 Campus Crime Statistics

In an effort to keep college communities informed and alert of local criminal activity, The Jeanne Clery Act (Clery Act) requires colleges and universities to publish and distribute campus crime statistics on an annual basis. A report is required for each separate campus or location. Highline Community College does not have any off-campus student organizations or off-campus housing,.

Reports are for a calendar year, beginning January 1 and end December 31. The data reported below depicts the annual statistics for the past three years. There is no policy or procedure in place that allows for the confidential reporting of crimes for inclusion in the annual report.



CRIMES/OFFENSES	TOTAL YEAR 2008	TOTAL YEAR 2007	TOTAL YEAR 2006
1. Campus Safety Enforcement			
a. Homicide (all categories)	0	0	0
b. Sexual Offenses: Rape	1	0	0
Indecent Exposure	0	0	0
Other	0	0	0
c. Arson	1	0	0
Total	2	0	0
d. Assault: Aggravated (assault 1)	1	0	0
Assault (other)	2	5	1
Malicious harassment	0	1	0
Custodial assault	0	0	0
Other – Verbal Assault	2	1	0
Threat (Text/Email)	1	1	0
Threat (Verbal)	1	2	0
Total	7	10	1
e. Harassment	7	5	0
f. Malicious Mischief: First degree (>\$1,500 damage)	1	0	0
Second degree (>\$250 damage)	4	6	7
Third degree (all other)	3	8	3
Total	15	19	10
g. Burglary	1	0	0
h. Criminal trespass	0	0	5
i. Vehicle prowling	37	2	0
j. Theft: First degree (>\$1,500)	1	8	7
Second degree (>\$250)	14	33	15
Third degree (all other)	11	12	13
Total	64	55	40
k. Vehicle theft	8	11	1
l. Robbery	1	1	1
m. Computer trespass	0	0	0
n. Liquor law violations	0	0	0
o. Drug abuse violations	0	0	0
p. Weapons possession	0	3	0
q. Miscellaneous – fire	6	4	0
r. Miscellaneous - vandalism	9	0	4
s. Security Violation/Fire Hazard	2	1	
t. Bomb Threat	0	0	0
u. Fraud	1	0	0

Total	27	20	6
2. Other law enforcement activities			
a. Field contact reports	0	0	4
b. Local law enforcement agency assists	6	5	9
c. Local law enforcement agency assists requests	27	26	9
d. Observation reports	0	0	0
e. Escort services	38	67	138
f. Admonishment	22	3	0
g. Criminal Trespass	6	19	0
Total	99	82	160
TRAFFIC/PARKING			
1. Parking Permits issued (student)	11819	12324	12421
2. Parking Permits issued (permanent staff)	84	8	0
3. Parking Permits issued (CWU/PT staff)	758	552	603
4. Parking/Traffic citations issued	4178	4970	4067
5. Motor vehicles towed	1	0	0
6. Assistance provided: Unlocking doors	120	143	129
Jump starts	229	202	198
Others	0	1	6
7. Motor vehicle accidents: Personal injury	4	0	1
Property damage (non-reportable)	0	6	0
Property damage	5	6	1
Hit and run	5	15	16
SECURITY			
1. Insecure doors/windows	943	758	371
2. Campus building keys lost	7	9	17
3. Unsecured college vehicles	0	0	0
4. Others	0	7	3
SAFETY			
1. Inspections performed – drill with custodians	0	2	2
2. Hazards reported – fire	0	0	0
3. Accidents/ Occupational Illness: Handling objects	3	5	8
Falls	18	28	17
Falling objects	0	0	9
Using hand tools	0	0	0
Vehicle	0	1	2
Others - dizzy/pain/seizure	25	17	30
Others - overcome with fumes	0	0	0
Fire alarms (false)	5	2	0

OTHERS			
1. Property: Reported Lost	368	957	257
Found	608	525	353
Donated	79	61	0
Tossed	0	22	0
2. Messages delivery	27	25	24
3. Destroyed Property	254	9	125
4. Property Turnover	313	286	136
5. 911 calls (false)	23	17	5

Campus Safety maintains a crime log where criminal incidents are recorded and maintained on a daily basis. The log is available for viewing upon request.

For information on ways to prevent crime and tips to maximize personal safety, please see Appendix B on page 41.

6.0 Students in Distress

Please review the following campus resource, safety, and communication guidelines: <http://www.highline.edu/admin/safety/student.pdf>

Safety on a college campus is a natural source of concern for parents, students and employees. Education can only take place in an environment where each student and employee feels safe and secure. At the College, the Student Judicial Affairs Administrator works closely with the Counseling Department and Campus Safety officers to provide an environment in which students can achieve their academic and individual goals. Many personal and interpersonal conflicts are minimized or resolved through timely referrals to the Counseling Center, which provides educational, career, and personal counseling or intervention when appropriate.

The Campus Safety office is also crucial to helping safeguard students' and employees' educational and personal rights and freedoms. If a faculty or staff member encounters a person displaying violent or threatening behavior or a desire to harm him/herself or others, the instructor/employee should notify Campus Safety at Ext. 3218. Upon arrival the officer will assess the situation and will attempt to resolve it. If the officer is unable to resolve the problem and there is an apparent danger to others, an officer from the Des Moines Police Department will be summoned. If the student is despondent and threatening harm to self or others, Campus Safety will also notify the Counseling Center to request the assistance of a professional counselor.

As we know, today's classrooms and college campuses are not sanctuaries, and are therefore susceptible to disruptive or violent behavior. Despite this fact, it is important to know that such behavior is THE EXCEPTION—NOT THE RULE.

What to Do When a Disruption Occurs

- Remain calm. Do not allow the other person to ‘hook’ your emotions or involve your ego.
- Maintain a firm but moderate voice level; don’t get into a shouting match.
- Do not threaten, demean, or use vulgarity.
- Do not touch the person or invade his/her personal space.
- If you feel threatened, back off.
- When meeting with a student who may be disruptive, ask someone to check on you. Meet where there is an escape route that is unobstructed.
- Keep your office blinds open at all times.
- Take into consideration the changing demographics of our student population and their understanding of policies, procedures and expectations.
- Provide students with a general understanding of the Student Rights and Responsibilities
- **Speak to the behavior and don’t stereotype or generalize about a particular group.**
- **Call Campus Safety at ext. 3281 if you feel that you need immediate assistance**

6.1 Counseling Services

The primary mission of the Counseling Center is to help students reach their academic goals through educational, career, and personal counseling.

Counseling is a process that uses therapeutic techniques to help people cope with mental, emotional, and behavioral concerns and to assist them in developing productive and meaningful lives.

Common Concerns

People often consult a counselor for these reasons:

- Anxiety and Stress Management
- Career choice
- Cultural Diversity and Identity
- Grief and Loss
- Depression and Sadness
- Drug, Alcohol and Gambling Addiction
- Relationship Difficulties

The Counseling Center also offers consultation services to the Highline Community College community. Students, faculty, staff, and administrators are welcome to confidentially confer with members of the Counseling Center either by phone or by appointment at (206)878-3710, ext. 3353.

Confidentiality

Counselors will not disclose any information about students unless they are given written consent from the student. Counselors can explain some of the legal exceptions.

Eligibility for Services

- Enrolled students may use the services of the Counseling Center free of charge.
- Prospective students and members of the community may be seen on a one-time basis for consultation and referral to community resources.

Scheduling Appointments

- Stop by or call the Counseling Center at (206) 878-3710, ext. 3353.
- The Counseling Center is located in Building 6, upper level - Student Development Center, Room 244.

6.2 Crisis Intervention

Counselors are available to provide short-term psychological support for such crisis situations as suicidal risks, severe depression, or emotional recovery from violent crime.

When the Counseling Center is closed and a Counselor cannot be reached, call:

- King County Crisis Clinic at (206) 461-3222 or (866) 427-4747 toll free
- or TDD (206) 461-3219

For immediate personal emergencies, from a campus phone, dial 911 and then contact Campus Safety at (206) 878-3710, ext. 3218.

6.3 Resource Information: Community Victim Advocates

The following are a list of local victim advocate resources.

• King County Department of Community and Human Services

<http://www.metrokc.gov/services.htm>

Links to all community services offered in King County.

• Washington State Department of Labor & Industries Crime Victims' Compensation

<http://www.lni.wa.gov/ClaimsIns/CrimeVictims/default.asp>

Victim's resources and Crime Victims Compensation.

• Washington State Department of Social & Health Services

<http://www.dshs.wa.gov/basicneeds/>

Washington State community resources links by county.

• City of Seattle Community Resources Online

<http://www2.ci.seattle.wa.us/CrisisClinic/>

Community Resources Online (CRO) connects you with up-to-date details on thousands of services in Seattle and King County. Search their database to find the people and programs that can help you. Whether you are looking for counseling, a food bank, or any community service, you can find it here. Their goal is to help you meet your needs and find opportunities to improve with the right help at the right time.

• **Tacoma-Pierce County Health Services**

<http://www.tpchd.org>

Health Department and Pierce County Agency Resources including hotline information.

6.4 Women's Programs

The purpose of Women's Programs is to provide a welcoming place for potential students, current students and community members who are looking for classes, workshops and services focused on issues facing them today. They can help overcome the hurdles students face coming to school, support them while they are here, and assist them with the transition back to work. Funding is provided through the college and community support. Ongoing services include college advising, job search assistance, resource referral and administration of our Emergency Scholarship Fund. Students and community members may call to schedule a free appointment or sign up for orientation. The classes and services are open to both men and women.

Personal Services of Women's Programs:

- **Academic Advising • WorkFirst Services • Workshops • Job Search**
- **Computer Classes • Parenting Support • Referrals to Resources**
- **Domestic Violence Advocacy • Sexual Harassment Information**
- **Individualized Financial Assistance for Working Parents**

Call the office for more details: (206) 878-3710, Extension 3340 or
E-mail: [Women's Programs: wopro@highline.edu](mailto:wopro@highline.edu) to request further information.

Regular Office Hours are:

Monday and Tuesday: 8am - 7pm
Wednesday - Friday: 8am - 5pm

Summer Office Hours are:

Monday and Tuesday: 8am - 7pm
Wednesday and Thursday: 8am - 5pm
Friday: 9am - 1pm

Contact Information

Women's Programs is located on the main campus, in Building 6, on the first floor next to Campus Safety ([campus map](#)). For a current version of the catalog or to register for a workshop in person, please visit the office.

To register for workshops by phone, fax, mail or e-mail, contact Women's Programs at:

Phone: (206) 878-3710, extension 3340

Fax: (206) 870-3741

Address: Women's Programs, P.O. Box 98000, M/S 6-2

Des Moines, WA 98198-9800

E-mail Women's Programs: wopro@highline.edu

URL: www.highline.edu/stuserv/womensprograms/index.html

7.0 Campus Sexual Assault Program

Highline Community College provides a program of information and workshops to promote awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. This program is provided by Women's Program, Building 6, phone 206-878-3710, extension 3340.

In the event of sexual assault, notify the police immediately by calling 911. Every effort should be made to preserve any physical evidence of such assault. Students or employees will be assisted by Women's Programs or the Counseling Center, if such help is requested. In addition both Women's Programs and the Counseling Center can provide on-campus counseling. Off-campus help is available from the King County Sexual Assault Resource Center 24 hour crisis line 425-226-7273 or Seattle Rape Relief, 24 hour crisis line 206-632-7273. Other off-campus help is also available.

The College will make any reasonable changes in a student's academic situation as part of its assistance.

Both accusers and accused are protected by the [Student Rights and Responsibilities Code](#), copies of which are available from the Vice President of Student Service's Office in Building 6. The code describes the disciplinary process of the college. Both accuser and accused have the same opportunities to have others present during any hearing before the discipline committee, including the right to counsel and cross-examination. The results of any such hearing, including final disposition and sanctions may include: warning, probation, suspension, restraining or no-contact orders, or dismissal.

7.1 Sex Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act, which went into effect October 28, 2002, requires institutions of higher education to issue a statement advising the campus community

where information provided by a State law enforcement agency concerning registered sex offenders may be obtained.

Information that is relevant and necessary to protect the public and to counteract the danger created by a particular offender is released pursuant to RCW 4.24.550.

The [King County Sheriff's Office](#) maintains an online registry of Level 2 and 3 sex offenders who are registered to live in King County. You can search for offenders by Zip Code or by an offender's name.

Washington State Law permits notifications about Level III offenders that include relevant, accurate and necessary information. This information MAY BE disclosed to the public at large.

Sex Offender Related Links:

- [HCC Notification of Registered Sex Offender Policy and Procedures](#)
- [Washington State Sex Offender Information Center](#)

7.2 Domestic Violence

Women's Program staff can help individuals get connected to a counselor from the Domestic Abuse Violence Women's Network to help those facing domestic abuse issues.

Domestic Abuse Women's Network (D.A.W.N.)

When: Dates and times to be announced

Location: Women's Programs, Building 6. Call our office for more details: (206) 878-3710, Extension 3340 or

E-mail: [Women's Programs: wopro@highline.edu](mailto:wopro@highline.edu) to request further information.

Additional Resources on Domestic Violence:

National Domestic Violence Hotline

1-800-799-SAFE (7233)

1-800-787-3224 (TDD)

Domestic Violence: The Facts

Domestic violence information, resources and hotline information. • Safe Horizon - Domestic Violence Shelter Tour

<http://www.dvsheltertour.org/>

Victim Services - Domestic Violence Shelter Tour and information.

• **King County Department of Community and Human Services**

<http://www.metrokc.gov/services2.htm#womens>

Abuse reporting, Batterer resources, Domestic violence, Domestic violence - Prosecutor's Program, Domestic violence - Treatment Resources, Domestic violence - Warning signs, Protection order advocacy, Women's guide.

7.3 Restraining Orders

The College provides information the following information about the procedures that staff and students may use to apply for a legal Order of Protection in the event of unwanted, illegal attention. The College cannot apply for such orders on behalf of individuals.

PROCESS TO APPLY FOR A RESTRAINING ORDER

The person applying for a Protection Order must go to the county prosecutor where the harassment is taking place, which for the College's vicinity is the Regional Justice Center located at 401 4th Ave North in Kent, Suite 2B. They have advocates available to help with the paper work and walk him/her through the process.

He/she should be prepared with dates (approximate dates work) and actions, words, or behavior, that warrant a no contact order. The person should also be prepared with the name, address, phone number and birth date of the offender, if possible. If there was a witness to the harassment and/or threat, a signed affidavit from the witness should be taken to the court as well. In this case, an affidavit is a signed, written statement where a person attests to the facts of the situation. Granting the Temporary Order is at the discretion of the court commissioner or judge.

It is the responsibility of the person requesting the order to have the person served with the notice. The King County Sheriff Office will handle the service when they have time. Most orders are served by a friend over 18 or professional servers. Professional Servers cost \$75.00 and up. If the jurisdictional police agency is unable to serve the no contact order (they can usually serve it within 24-48 hours and immediately if a residence is shared) then anyone over 18 can. Process servers may be found in the phone book.

The College may reimburse an employee for the cost of the professional server if the problem is College related and takes place on College property. Employees may apply for reimbursement by contacting the Executive Director of Human Resources.

After the respondent (the person who has allegedly been harassing or threatening the individual) has had an opportunity to respond in court, an Order for Protection is issued for however long the court deems appropriate.

The College also can issue a no-trespass letter, enforceable by the Des Moines Police department if the offender is not a student or employee. For a student, the Vice President for Student Services may send a letter and/or meet with the student and forbid a student from contacting or being in the vicinity of a complainant while on campus.

In any situation that is potentially dangerous to life, please call the Police (911) and intended victim first, then the Campus Safety office, and the Counseling Center or EAS program for emotional support.

8.0 Access (Disability) Services for Students

Highline Community College is committed to delivering one of the core values of our institution - *access*. In an effort to provide education to all those who seek it, Access Services at Highline Community College supports and assists students with disabilities with campus and classroom accommodations.

Highline Community College provides reasonable accommodations for qualified students with disabilities in accordance with the American with Disabilities Act and the Federal Rehabilitation Act.

Those individuals interested in learning more about Access Services and attending Highline Community College, should please contact the office for more information at 206-878-3710 x 3857 or access@highline.edu.

OFFICE HOURS FOR ACCESS SERVICES

Monday through Thursday, 8 AM - 5 PM

Friday: 8 AM - 4 PM

**The office is closed on November 11, Veteran's Day,
and November 27 & 28, Thanksgiving Holiday**

Mailing address for Access Services: Highline Community College
Access Services
PO Box 98000 MS 99-180
Des Moines WA 98198-9800

Phone numbers: (206) 878-3710 ext. 3857
TDD (206) 870-4853 VP (253)237-1106
FAX (206) 878-7247

Location: Building 99, 1st floor, rooms 150-185 in Community &
Employment Services ([Map](#) & [Directions](#))

Email: access@highline.edu

8.1 Deaf and Hard of Hearing Services

Highline offers sign language interpreters as well as TypeWell transcribers for access to classes and extracurricular events upon request.

Interpreters -

The interpreters are either certified or have been determined qualified to interpret. Interpreters translate from spoken English to ASL or Contact Sign Language, whichever is deemed most appropriate for the student with whom they are working.

Transcribers -

Transcribers are used to capture all spoken content in class communication, including jokes, off-the-point comments, behavioral control, etc.

Contact Information

Nancy Allen

TTY 206-870-4853/VP 253-237-1106

nallen@highline.edu

Other Resources:

American with Disabilities Act

<http://www.ada.gov>

National Association of the Deaf

<http://www.nad.org>

U.S. Department of Education Office of Civil Rights

<http://www.ed.gov/about/offices/list/ocr/index.html>

U.S. Equal Employment Opportunity Commission

<http://www.eeoc.gov/>

Washington State Department of Services for the Blind

<http://www.dsb.wa.gov/>

Washington State Division of Vocational Rehabilitation

<http://www1.dshs.wa.gov/dvr/index.htm>

8.2 Outlining Requirements for Documentation of Disability

Instructions for Students:

Any qualified student with a disability requesting reasonable accommodations at the College will need to:

- Arrange a time to meet with the Program Manager of Access Services to complete an intake assessment.
- Present formal documentation of your disability at the intake assessment; or make the necessary arrangements to have your documentation mailed, faxed, or hand-delivered to the Access Services office.

Disability Category:

Professional Diagnostician(s) to be Consulted:

- ADD, ADHD: *Psychologist, Psychiatrist, Physician*
- Emotional Disability: *Psychologist, Psychiatrist*
- Visual Impairment: *Ophthalmologist*
- Hearing Impairment: *Certified Otologist, Audiologist*
- Learning Disability: *Psychologist, Neuropsychologist, School Psychologist*
- Physical Disability: *Physician, Nurse Practitioner*

Instructions for Diagnosticians, School Psychologists, and other professionals:

1) Your diagnosis of disability should be clearly stated. DSM-IV Diagnostic notation or ICD-9 nomenclature should be included in the report.

2) Each Diagnosis should be accompanied by supporting testing or studies. Documentation of ADD/ADHD should be within the past 3 years.

3) Learning Disability assessment reports MUST include:

- An IQ Test and an Achievement Test; both administered at the adult learning level. WAIS-R (In Lieu of a WAIS-R, two WISC-III tests that are correlated within 15 IQ points of each other may be acceptable.)
- Woodcock Johnson or Woodcock Johnson-R. (The WRAT-R and the WRAT-III tests are not comprehensive measures of achievement and therefore are not appropriate for documentation.)
- Exact instruments used, test results (including subtest score data), written interpretation of the results, name, title, and professional credentials of the evaluator, and the dates of the testing.
- Clear and specific evidence which identifies specific learning disabilities and reflects the individual's present level of adult functioning in processing and intelligence, as well as achievement.

Please Note: IEP's or ITP's, and 504 Plans do not meet documentation requirements, but may be included as part of a more comprehensive assessment battery as described in this document. Additionally, individual "learning styles", "learning differences" and "academic problems" in-and-of themselves do not constitute a learning disability.

Each student's documentation will be evaluated on a case-by-case basis. Following these guidelines will ensure proper consideration of each student's individual situation in the most timely manner

9.0 Services for the Faculty and Staff of Highline

9.1 The Profile of the Non- Student Workforce

The following breakdown depicts the profile of the Highline Community College work force for 2008-2009:

- 159 Classified Staff
- 122 Exempt Staff
- 170 Faculty (FT Permanent and FT Temporary)
- 303 PT Faculty
- 112 Hourly (Does not include students)

9.2 Employee Assistance Program

The Employee Assistance Program (EAP) is the official employee assistance program for employees of the State of Washington and their family members. EAP helps employees with problems that might interfere with their ability to be effective on the job as well as problems of family members that may impact the employee. EAP professionals provide assessment and referral services for all types of personal problems including job, interpersonal, marital, family, emotional, alcohol and/or other drugs, financial, physical, or any combination of these. This is a free and confidential service.

EAP also provides presentations for employees on a variety of subjects including conflict resolution, domestic violence, managing change, and others. Presentations can be modified to meet individual office needs, including presentations for supervisor groups or employee groups.

Visit the Employee Assistance Program website for more information on how EAP can help you: <http://www.dop.wa.gov/> .

9.3 Reasonable Accommodation Procedure for Employees

Purpose

This procedure defines the terms associated with the issue of reasonable accommodations for disabled employees. In its program of equal employment opportunity, the College is legally and morally committed to providing reasonable accommodations for disabled employees. This procedure should not be construed as providing rights or obligations not provided under applicable laws.

Authority

Governor's Executive Order 93-03
Americans with Disabilities Act of 1990
Rehabilitation Act of 1973

RCW 49.60
WAC 162-22
WAC 25-10
WAC 251-19

Definitions

- A. Equal Employment Opportunity – means an opportunity to perform the essential job functions or to enjoy equal benefits and privileges of employment as are available to a similarly situated applicant or employee without a disability.
- B. Reasonable Accommodation – means modification or adjustment to a job, work environment, policies, practices, or procedures that enables a qualified individual with a disability to enjoy equal employment opportunity.

Reasonable accommodations may include, but are not limited to the following actions:

1. Change in work schedules;
2. Physical changes in office relation to facilities which are readily accessible;
3. Assignment to a different vacant or available position within the current class;
4. Opportunity to apply for other employment for which the individual qualifies within the institution as per WAC 251-17-090 and WAC 251-19-100. This may include promotion, transfer, lateral movement and demotion opportunities;
5. Appointment to an available temporary or exempt position in accordance with WAC 251-01-415(1) and (3) and WAC 251-04-040(5);
6. Leave of absence per WAC 251-22-165 or WAC 251-22-167.

Reasonable accommodations are made with careful consideration and, if appropriate, after efforts are made to consult with appropriate agencies which may include Labor and Industries, Vocational Rehabilitation, Services for the Blind, health care providers of the person of disability.

- C. Persons with a Disability – means persons having physical or mental impairment that substantially limits one or more major life activities or a person who has an abnormal condition that is medically cognizable or diagnosable, and who is denied reasonable accommodation or is discriminated against on the basis of that condition.
- D. Qualified Individual with a Disability – means an individual with a disability who meets the skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job. A qualified individual with a disability has the right to refuse an accommodation. However, if the individual cannot perform the essential functions of the job without the accommodation, s/he will not be considered to be an otherwise qualified individual with a disability after refusing the accommodation.
- E. Essential Functions – means the fundamental job duties of the position that the individual with the disability holds or desires. The term "essential functions" does not include the marginal functions of the position. The following criteria should be considered in identifying the essential functions of a position:
 1. Are employees in the position actually required to perform the function;
 2. Would removing that function fundamentally change the job;

3. Was the position established to perform the function;
 4. Are there a limited number of other employees available to perform the function, or among whom the function can be distributed; and
 5. Is the function highly specialized, and is the person in the position hired for special expertise or ability to perform it?
- F. Undue Hardship – means an excessively costly, extensive, substantial, or disruptive modification, or one that would fundamentally alter the nature of operation of the College.
- G. Health Care Professional – means a person who has completed a course of study and is licensed to practice in a field of health care which includes the diagnoses and assessment of the particular disability or disabilities in question.
- H. Responsibilities/Rights – Employee/Applicant
1. It is the obligation of the individual with a disability to request a reasonable accommodation and to provide the information/documentation necessary to verify the disability and make decisions regarding reasonable accommodation.
 2. The need for a reasonable accommodation shall not adversely affect the consideration of an individual with a disability for employment, training, promotion or opportunity to enjoy equal terms, benefits, privileges and conditions of employment.
 3. A qualified individual with a disability has the right to refuse an accommodation. However, if the individual refuses the accommodation and cannot perform the essential functions of the job, s/he will not be considered to be qualified.
- I. Responsibilities/Rights – Highline Community College
1. The College must provide reasonable accommodation to the known physical, mental or sensory limitations of an otherwise qualified individual with a disability. This is an ongoing responsibility which applies to all aspects of employment. This includes
 - Selection, selection for promotion, training, traveling, participation in projects and committees, developmental work assignments or any opportunity which may have an impact on an employee’s career development;
 - Opportunities to enjoy all employer supported social or recreational activities;
 - Timelines for all activities and opportunities which allow an employee to enjoy equal terms, benefits, privileges and conditions of employment;
 - Information regarding benefits, privileges, and conditions of employment must be provided in a format which is readily accessible to the disabled employee.
 2. All information regarding the presence or nature of an employee’s or applicant’s disability must be treated as a confidential medical record and shall be maintained in a secure manner, apart from personnel files with access restricted to designated personnel on a need to know basis.
 3. The College’s internal grievance procedures for addressing disputes related to requests for reasonable accommodations are set forth in its collective bargaining agreements.
 4. Information related to reasonable accommodations, this procedure, the college’s internal procedures, external enforcement agencies shall be disseminated and/or discussed during employee orientations, and through other methods as appropriate.

5. The College may request verification by the employee's or applicant's health care professional when an applicant/employee requests a reasonable accommodation when a disability is not readily apparent and has not been previously documented. The College may obtain a second opinion at its own expense from a health care professional of its selection. Such inquiries must be limited to verification of the employee's claims, except that the employer may also request that the health care professional suggest possible effective alternative accommodations.
6. Notification of the right to make an accommodation request and information on how to initiate such a request must be included with all position announcements and bulletins. The College will respond to such requests in a timely way and will extend application and other deadlines if necessary.
7. Qualification standards, employment tests or other selection criteria must not screen out or tend to screen out an individual with a disability unless they are job related and necessary for the employer. Employment tests must accurately reflect the skills, aptitude, or other factors being measured and not the impaired sensory, manual, or speaking skills of an employee or applicant with a disability (unless those are the skills the test is designed to measure).
8. The Human Resources Department staff is the designated contact point for information about job openings and the application process. They have the authority to initiate the College's process for the provision of reasonable accommodations for applicants.
9. The College is responsible for informing employees of its obligation to communicate information appropriate to assist the employee in identifying and applying for vacant positions. See "Responsibilities Employee/Applicant".
10. Separation for disability reasons employment termination of an employee who is unable to perform the duties of his or her position or class due to mental, sensory or physical incapacity. Such action is taken after the institution has made a good faith effort to reasonably accommodate the employee's disability. A permanent classified employee being separated due to disability shall be provided with a pre-separation notice which includes information regarding the employee's option to apply for return to employment. A separated classified employee may appeal his/her separation, as provided by WAC 251-12-080. Separations due to disability shall not be considered disciplinary actions.

Procedures

1. Determination of essential functions. This is generally done when the position is established, becomes vacant and/or when the duties change.
2. Upon receiving a reasonable accommodation request, the Director of Human Resources or designee shall consult with the individual with a disability to find out the specific limitations as they relate to the essential job functions, identify the barriers to job performance and assess how an accommodation can overcome these barriers. As defined above, verification of the disability/limitations and/or a second opinion may be appropriate.
3. The director/designee will consult with the employee/applicant and may consult with other knowledgeable sources, to identify potential accommodations and assess how

effective each would be in enabling the individual to perform the essential job functions.

4. If there are two or more effective accommodations that would allow the individual with a disability to perform essential job functions, after considering the preference of the individual with a disability, the employer may select the accommodation to be provided.
5. When an accommodation in an employee's present position is not reasonable, or would cause an undue hardship, the College will attempt to accommodate the employee through reassignment to a vacant position, at the same pay range or lower, for which s/he is qualified. Within practical limitations, the College may also assist in identifying and applying for vacant positions for which s/he is qualified within other agencies or institutions.
6. Written justification, signed by the President, must be provided for any decision not to provide a reasonable accommodation because of undue hardship. The justification should demonstrate a consideration of the Disability Accommodation Revolving Fund at the Department of Human Resources and should explore the practical and available limits of the College's ability to draw upon resources available elsewhere within state government.
7. If the cost of a reasonable accommodation would impose an undue hardship, and there are not other financial resources available, the individual with a disability must be given the option of providing the accommodation or paying that portion of the cost which would constitute an undue hardships.
8. If no reasonable accommodation can be made a separation due to disability is initiated.
 - a. Written notice of separation is provided to the employee. The notice includes, in part, reason for separation. Classified employees will be notified of their option to apply for return to employment and appeal rights.
 - b. A classified employee being separated due to disability shall also be provided with the following information: provisions governing re-employment, assistance provided by the institution when seeking re-employment, information pertaining to a probationary period for employees returning from disability separation, information pertaining to examination and eligibility for current and returning permanent employees of the classified service, information pertaining to the definition and composition of eligible lists, information pertaining to training and development for employees returning from disability separation, information pertaining to examination and eligibility for current and returning permanent employees of the classified service, information pertaining to the definition and composition of eligible lists, information pertaining to training and development for employees returning from separation, copies of applicable civil service rules.
 - c. In addition to the information listed above, the employee will be provided with a list of benefits assistance programs offered by other agencies (social security, disability retirement, public assistance, etc.) and information concerning COBRA.

Dissemination

This procedure will be posted on the public bulletin boards outside of the Human Resources Department and at other sites on campus. A copy of this procedure will be given to an employee at the time of a request for accommodation or when steps to accommodate are

initiated by the institution. Information concerning this policy will be shared during our new employee orientation and supervisor training programs.

Appendix A- Highline Community College Policies

- Advertising
- Advisers
- Consumer Information and Student Right to know
- Debts to the College
- Drug and Alcohol Abuse Program
- Guns on Campus
- Safety Standards
- Sexual Harassment
- Smoking
- Student Records
- Students' Rights & Responsibilities
- Students' Rights Regarding Their Educational Records
- Students' Social Security Numbers

Advertising on Exterior Campus Bulletin Boards

Student Programs-Center for Leadership and Service maintains exterior campus bulletin boards for on- and off-campus events and activities. Anyone wishing to post materials should bring them to Student Programs-Center for Leadership and Service for approval and posting procedures.

Advisers

The Educational Planning and Advising Center staff members provide advising to new students. Continuing students are encouraged to request and maintain contact with a faculty adviser while attending Highline. To request a faculty adviser, students should complete the “Project Declare” form by visiting the Educational Planning and Advising Center in Building 6 or on the Web at www.highline.edu/stuserv/edplanning/.

Generally, a faculty adviser will be matched to a student’s academic program or intended degree. A new faculty adviser can be assigned if a student changes his or her educational goals. The faculty adviser can be an invaluable resource when planning class selection and degree completion but ultimately, the student is responsible for final class selection. If students are unable to schedule an appointment with their faculty adviser, Educational Planning and Advising is available to provide advising or referrals.

Consumer Information and Student Right to Know

Students and other interested persons can access information on completion and/or graduation rates; district security policies and crime statistics; athletic program participation rates and financial support data; completion and/or graduation rates for student-athletes; information regarding student records under the Family Education Rights and Privacy Act; and Alcohol and Drug policy by logging on to the following Web site: www.highline.edu/home/allabout.htm.

Paper copies of the above documents may be obtained from the Executive Assistant for Student Services, Bldg. 6, Room 218.

Highline Community College
MS 6-11, P.O. Box 98000
Des Moines, WA 98198-9800
(206) 878-3710, ext. 3077

Debts to the College

College debts include, but are not limited to, such items as outstanding tuition and fees, NSF checks, library fines, financial aid repayments, late class add fees, STEPP payment and fees, and parking tickets.

Students are responsible to pay all fines and other financial charges as soon as notification is received. Highline Community College may withhold registration, conferring of degrees or certificates, academic transcripts and other college services when payment is not made in a timely manner.

Additionally, the college may pursue collection efforts on any outstanding debts as authorized by [RCW 19.16.500](#). Highline Community College's policy regarding Withholding Services for Outstanding Debts is described in [WAC 32I-122](#).

Drug and Alcohol Abuse Program

DRUG FREE COLLEGE POLICY

Policy and Program Statement -- The College is committed to providing a drug-free, healthful, safe, and secure workplace and environment, and has implemented a drug and alcohol abuse, prevention, and assistance program.

The unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance as currently defined by law is prohibited in or on property owned, leased, or otherwise managed by Highline Community College. The use of any controlled substance (illicit drugs or alcohol) is prohibited except when use or possession is prescribed by an authorized medical doctor or dentist.

The use of illicit drugs and alcohol presents a clear and present risk to the health of a student or employee and may cause impairment of the health of fellow students and employees. "The disease of alcoholism knows no boundaries as far as personalities are concerned. It does not recognize rank, social class, wealth, or fame. It strikes everyone with the same insidious force, and consequences are the same." (Joseph Pursch, M.D.). The same statement applies to the use of illicit drugs. Addiction to alcohol or drugs may be lethal.

Sanctions against a student found to be in violation of the above restrictions may be imposed, subject to the student's right of appeal. Sanctions may involve a warning, disciplinary probation, emergency withdrawal, suspension, or dismissal. The college is responsible for referring the violation to the appropriate law enforcement agency.

Students are asked to refer to the Students Rights and Responsibilities information codified at this printing in [WAC 132I-120](#)

Illicit Drugs Prohibited -- The unlawful possession, use, and distribution of illicit drugs on College property, or as any part of College activity, is prohibited.

Alcoholic Beverage Service -- Alcoholic beverages may be served at scheduled events at Highline Community College provided all Washington laws and Highline Community College administrative procedures, guidelines, and regulations are met.

Criminal Penalties -- A student or employee's violation of this prohibition may result in arrest and conviction under applicable criminal laws of the United States, the State of Washington, or local municipalities. Conviction may result in legal penalties.

Sanctions imposed by College -- Students and employees who violate the College's policy against illicit drugs and alcohol are subject to sanctions imposed by the College, which are consistent with local, state, and federal law and regulations. Such sanctions may include, but are not limited to, the offender's completion of an appropriate rehabilitation program, expulsion from the College or termination of College employment, and referral to other authorities for prosecution. Disciplinary action against employees or students will be initiated in accord with the Washington Administrative Code, applicable contract provisions, and College policy.

Health Risks -- The following nonexclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: memory loss; depression; fetal alcohol syndrome; problem pregnancy; sclerosis; circulatory problems; insomnia; heart failure; respiratory arrest; cardiac arrest; seizures; coma; anxiety; paranoia; irritability; fatigue; mental illness; death.

Available Assistance Treatment Programs -- The College recognizes drug and alcohol dependency and/or the abuse of drugs and alcohol to be a major health problem, as well as a safety and security problem. Many resources are available to students seeking assistance with such problems. The College Counseling Center and the Human Resources Office can provide referrals.

Employees may take advantage of these services as well as the Washington State Employee Advisory Service and their health insurance plan, if appropriate. The Employee Advisory Service is available statewide to all state employees with offices in Seattle, Olympia and Spokane. The Seattle number is 206-281-6315. More information on EAS and the phone numbers and locations of other offices can be found through the EAS web site at <http://hr.dop.wa.gov/eas.html>:

Assistance for students is available by appointment through the Counseling Center (Building 6). Self-referral can also be made to agencies such as the following:

- Alcohol 24-Hour Help Line, (206) 722-3700 or 1-800-562-1240;
- Highline-West Seattle Mental Health Center, (206) 241-0990; or

- Crisis Clinic Information Line, (206) 461-3200.

Guns on Campus Policy

Highline Community College is a gun free campus. No guns will be allowed on campus, and the College will have signs posted to that effect. Employees and students who violate this policy will be subject to college disciplinary action. Law enforcement officers are exempt from this requirement.

Safety Standards

Students enrolled in laboratory and shop classes must meet safety standards established by the instructor. Enrollment in a class does not automatically authorize use of facilities and equipment.

Sexual Harassment

Sexual harassment is illegal under Title VII of the Civil Rights Act and Title IX of the Educational Amendment and is against Highline Community College's policies and will not be tolerated in any form. It shall be the policy of Highline Community College, consistent with its efforts to respect the dignity and integrity of employees, students, and the general public, to provide an environment free of sexual harassment.

Sexual harassment is any unwanted verbal or physical sexual attention that is repetitive and one-sided. Report sexual harassment to: Executive Director of Human Resources; MS 99-200, P.O. Box 98000; Des Moines, WA 98198-9800; (206) 878-3710, ext. 3812.

TITLE IX POLICY AND PROCEDURE: Policy of Non-Discrimination and

Policy on the Prevention of Sexual Harassment

- I - Plan to Disseminate Policy of Non-Discrimination and Policy on the Prevention of Sexual Harassment
- II - Discrimination and Sexual Harassment Complaints Procedure
- III - Responsibilities of Supervisors
- IV - Retaliation Prohibited
- V - Other Procedures and Remedies

It is the policy of Highline Community College not to discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, disability, religion, or age in admission and access to, or treatment, or employment in its programs or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act and their implementing regulations.

It shall be the policy of Highline Community College, consistent with its efforts to respect the dignity and integrity of employees, students, and the general public, to provide an environment free of sexual harassment.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation, the creation of relationships of unequal power and/or elements of coercion, such as requests for sexual favors as a criterion for granting work, study, or grading benefits. Sexual harassment may also involve relationships among peers of repeated sexual advances or demeaning verbal behavior resulting in a harmful effect on a person's ability to study or work in the academic setting.

More specifically (for general policy purposes), the term sexual harassment may include such behavior as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning educational or employment environment.

The College recognizes its moral, ethical, and legal (Title VII of the 1964 Civil Rights Act; Title IX of the 1972 Education Amendment) responsibilities regarding sexual harassment and will take appropriate action to provide an environment free of such conduct at the institution.

I. HIGHLINE COMMUNITY COLLEGE PLAN TO DISSEMINATE POLICY OF NON-DISCRIMINATION AND POLICY ON THE PREVENTION OF SEXUAL HARASSMENT

1. The President of Highline Community College shall issue a statement to the college community at least once each academic year, which affirms Highline Community College's policy of non-discrimination and policy on the prevention of sexual harassment.
2. The President of Highline Community College shall request all employee and student associations to issue a statement to their respective constituencies regarding Highline Community College's policy of non-discrimination and policy on the prevention of sexual harassment.
3. Highline Community College shall periodically publish a Notice of Non-Discrimination and Policy on the Prevention of Sexual Harassment to members of the college community. The Notice of Non-Discrimination and Policy on the Prevention of Sexual Harassment shall contain the name(s) of administrator(s) to whom members of the college community should direct questions or complaints.

The Notice of Non-Discrimination and Policy on the Prevention of Sexual Harassment shall state:

"It is the policy of Highline Community College not to discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, disability, religion or age in admission and access to, or treatment or employment in its programs or activities as required by Title XI of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discriminating Act and their implementing regulations.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation, the creation of relationships of unequal power and/or elements of coercion, such as requests for sexual favors as a criterion for granting work, study, or grading benefits. Sexual harassment may also involve relationships among peers of repeated sexual advances or demeaning verbal behavior resulting in a harmful effect on a person's ability to study or work in the academic setting.

Students, faculty, staff, or administrators may direct questions or complaints to:

Cesar Portillo,
Executive Director of Human Resources
Highline Community College
Affirmative Action, Title IX Officer
ext. 3320

Gloria Koepping
Highline Community College
Counseling Coordinator
ext. 3579

Jeff Wagnitz
Highline Community College
Interim Vice President of Academic Affairs
ext. 3711

Bob Bonner
Highline Community College
Instructor
ext. 3469

Siew Lai Lilley
Highline Community College
Educational Planning & Advising
ext. 3936

Amal Mahmoud
Highline Community College
Instructor
ext. 3023

4. A Notice of Non-Discrimination and Policy on the Prevention of Sexual Harassment shall appear in the following college publications:
 - a. College Catalog
 - b. College Affirmative Action Report
 - c. Quarterly Schedule
 - d. An Abbreviated Statement on All Job Announcements
 - e. The College's Negotiated Agreements
5. The President of Highline Community College shall encourage faculty, staff, and student leaders to publish the Notice of Non-Discrimination and Policy on the Prevention of Sexual Harassment in their newsletters and publications.
6. The Notice of Non-Discrimination and Policy on the Prevention of Sexual Harassment will be distributed to all new students and new employees.
7. Periodic training and information sessions concerning the policies will be provided to the college community.

II DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINTS PROCEDURE

1. Any student or employee who believes that he or she has been the subject of discrimination or sexual harassment should report the incident or incidents to one of the following college representatives: Title IX Officer, Counseling Coordinator, Dean of Instructional Resources. The College encourages the timely reporting of any incident(s) of discrimination or sexual harassment.
2. All reports of incident(s) will be forwarded to the Title IX Officer for coordination and a determination on how to process the complaint.
3. The Title IX Officer shall be an employee designated as such by the President. The President shall communicate his or her designation of the Title IX Officer to the college community as part of the President's statement as set forth in the College's Plan to Disseminate Policy of Non-Discrimination and Policy on Prevention of Sexual Harassment.
4. The student or employee who files a complaint alleging discrimination or sexual harassment (the complainant) may submit a brief written statement of facts through one of the college representatives to the Title IX Officer. If the complainant does not submit a written statement, the Title IX Officer shall prepare a statement of facts which is approved by the complainant.
5. The Title IX Officer shall appoint one of the college representatives to investigate the complaint. The Title IX Officer shall inform the complainant of the appointment.
6. The college representative shall conduct an investigation based upon the written statement submitted by the complainant. If the complainant did not file a written statement, the representative shall conduct an investigation based upon the statement prepared by the Title IX Officer. The Title IX Officer will notify the person who is alleged to have committed the discrimination or the harassment (respondent) of the complaint.
7. The college representative shall conduct a thorough investigation. The investigation shall include, but is not limited to, providing the complainant and the respondent the

opportunity to state their positions and interviewing witnesses. The investigation shall be concluded within a reasonable time, normally 30 days.

8. At the conclusion of the investigation the college representative shall set forth his or her findings and recommendations in writing. The representative shall send a copy of the findings and recommendations to the complainant, the respondent and the Title IX Officer.
9. The Title IX Officer shall consider the findings and recommendations of the representative. The Title IX Officer shall determine whether disciplinary action is appropriate. The Title IX Officer shall advise the complainant and respondent of his or her decision.
10. If the Title IX Officer determines that disciplinary actions should be instituted against an employee, the applicable provisions of employee rights and responsibilities should be followed. These provisions include but are not limited to, state and federal constitutional and statutory provisions, rules of the Department of Personnel, Higher Education Division, collective bargaining agreements and college policies.
11. If the Title IX Officer determines that disciplinary action should be instituted against a student, the applicable provisions of the college student code shall be followed.
12. If the Title IX Officer determines that disciplinary action is not appropriate and the complainant disagrees, the complainant may appeal, in writing, to the President.
13. The procedures regarding complaints of discrimination shall be published and distributed as determined by the Title IX Officer.

III RESPONSIBILITIES OF SUPERVISORS

Highline Community College is committed to respecting all parties involved in the sexual harassment resolution process. College supervisors may be responsible under federal or state law if they know or should have known about sexual harassment and failed to take appropriate action. They must report any and all incidents or complaints of sexual harassment to the Title IX representative or one of the college representatives, even if complaints or incidents have been resolved within the department. The college will provide training for supervisors on how to fulfill their responsibilities under this policy.

IV RETALIATION PROHIBITED

Highline Community College prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the employee who initiates the complaint nor will it effect the employee's job assignment, status, rights, privileges or benefits.

Any employee who retaliates against any individual who has either made a complaint of sexual harassment or has participated in an investigation of a complaint of sexual harassment will be subject to disciplinary action up to and including dismissal.

Any non-employee doing business with the college who retaliates against any individual who has made a complaint of sexual harassment or participated in an investigation of a complaint of sexual harassment will be disciplined subject to the extent that the college has control over the non-employee or his or her employer.

V OTHER PROCEDURES AND REMEDIES

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through either specific procedures established by college regulations, appropriate formal grievance procedures, or the means afforded them through Chapter 49.60 RCW, under Title IX of the Educational Amendments of 1972 or Title VII of the federal Civil Rights Act, as amended in 1991.

The internal procedures described herein are internal college procedures and, as such, serve to resolve complaints within the college's administrative framework. These procedures do not replace an individual's timely complaint with an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington State Human Rights Commission.

- [Equal Employment Opportunity Commission](#) (for employees)
909 1st Avenue, Suite 400
Seattle, WA 98104-1061
(206) 220-6883 or 1-800-669-4000
TDD (206) 220-6882
- [Office of Civil Rights](#) (for student complaints)
915 2nd Avenue, Room 3310
Seattle, WA 98174-1099
(206) 220-7900
TDD (206) 220-7907
- [Washington State Human Rights Commission](#) (for employees and students)
711 S. Capitol Way, Suite 402
PO Box 42490
Olympia, WA 98504-2490
(360) 753-6770
TDD 1-800-300-7525

Smoking

Highline Community College supports the health and well-being of its campus community members. For this reason, smoking is prohibited on the campuses of Highline, except in designated areas.

Student Records

It is a student's responsibility to make sure that the college has his or her correct name and address. Students needing to update their records should complete the "Student Personal Information Change Request" form and submit it to the Registration office in Building 6. Students may also update their records on the college's Web page at <https://sec.highline.edu/wts/student/main.asp>.

Students' Rights and Responsibilities

Students are responsible for their own success. In order for students to improve their chances of success, it is important for them to know what is expected. A student's registration constitutes acceptance of the responsibility to comply with college policies and regulations. In addition to the responsibilities listed below in the "Students' Rights Regarding Their Educational Records" section, a student's rights and responsibilities are fully outlined in the "Student Rights and Responsibilities" booklet available from the Office of the Chief Student Affairs Officer/Dean of Students and online at www.highline.edu/stuserv/vpstudents/srr.html.

Students' Rights Regarding Their Educational Records

Students at Highline Community College have certain rights regarding their educational records. These rights are part of the federal legislation known as the Family Educational Rights and Privacy Act (FERPA).

Students have the right to do the following:

Inspect and review their educational records within 45 days of the day that the college receives a request for access.

Students should submit to the Registrar in Building 6 a written request that identifies the record(s) that they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

Request the amendment of the student's education record(s) that the student believes are inaccurate or misleading.

Students may request the college amend a record that they believe is inaccurate or misleading. The process for submitting such a request is to write to the Registrar, clearly identify the change that needs to be made and why the record is inaccurate or misleading. Please note: there is a separate process for students who wish to request a change to a correctly recorded grade. Information about how to challenge a properly recorded grade is available from faculty, advisers, and deans.

If the college decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosures without consent is to school officials with legitimate education interests.

A school official is a person employed or contracted by the college in an administrative, supervisory, academic or research, or support staff position (including campus police personnel and health staff); a person, company, or agency with whom the college has

contracted (such as an attorney, auditor, collection agent, public service agency, education agency, or school); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Volunteers and interns serving in any of these capacities are also considered school officials.

A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the college may disclose education records without student consent to officials of another school in which a student is concurrently enrolled, or seeks or intends to enroll.

The college also may publish or provide the following directory information to any person who requests it: Student name, address, telephone number, e-mail address, major field of study, enrollment status, and participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, or degrees and awards received.

In addition, the college provides to military recruiters the following additional directory information: Date and place of birth, level of education, academic major, and the educational institution in which the student most recently was enrolled.

Students who do not wish the college to release their directory information must notify the Registrar in writing.

Students may file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Complaints should be sent to the office that administers FERPA:

Family Policy Compliance Office
Department of Education
Independence Avenue, SW
Washington, DC 20202-4605

Students' Social Security Numbers

To comply with federal laws and assure students may take advantage of education tax credits; Highline Community College must request your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). This information is used to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to IRS civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

Appendix B- Personal Safety Tips

Personal safety is a shared responsibility. Students, faculty and staff are encouraged to think and act in ways that increase their personal safety, the safety of their belongings, and the protection of their vehicles. The following tips are provided with the intention of maximizing awareness and personal protection.

Guard Yourself

Get Help

Guard Your Belongings

Guard Your Vehicles

Guard Yourself

- When walking on campus during the day but especially at night, use well-traveled, open routes to get to your destination.
- Walk assertively and be alert to everything around you. Dress for movement; wear low-heeled shoes if possible and don't carry too many bulky packages.
- At night, never walk alone unless absolutely necessary. Wait in a well-lighted place if someone is meeting you. Contact Campus Safety for an [on-campus escort](#).
- Have your car keys in your hand before leaving the building. Get into your vehicle quickly and lock your doors immediately. Caution: If you see someone loitering around your vehicle, leave and call for a safety officer [escort](#) before approaching.
- **In the Office:**
Some employees carry a loud whistle or other noise device to alert nearby colleagues in case of emergency. Lock building doors. Do not prop open outside building doors that are supposed to remain locked.
- **On the Street:**
Police advise saying "No" to requests for money from strangers and avoid confrontation by not saying or doing anything to provoke further conversation. If you feel threatened, try to avoid the danger by getting away from it quickly.

Get Help

- Scream loudly for help, "Call the Police!"
- From any campus phone, dial 3218 or 3911 for campus safety or dial 911 for the police
- Dial 911 for police or fire from any public phone

Guard Your Belongings

- Engrave your name on valuables such as tape recorders, calculators, and private computer equipment.
- In the office, always store your handbags and wallets in locked cabinets or drawers even while you are in the room. Don't make it easy for strangers to walk into an office and leave with your property seconds later. If you leave your work area, find someone to stay in the office. Otherwise, lock your door even if you are only going down the hall to the room next door.
- In the classroom, library, or cafeteria keep your backpacks, handbags, or other valuables with you at all times.

- Keep your keys with you, not in a desk drawer, or coat pocket. Don't put your name and address on the key ring, and don't loan your keys to others.
- Keep all Backpacks, Wallets and Purses with you at all times. Never leave them unattended.
- Keep personal items with you at all times or locked away.
- Make sure your purse is closed or your wallet does not protrude from your pocket.
- Police advise that if you must carry a large amount of cash, separate it from your purse or wallet and carry it in an inside or hidden pocket.

Theft Prevention

- **Bicycles** ~ use a case hardened U-bolt locking device. Kryptonite locks are recommended over chains and cables. If you use cables, wind it through the frame and both wheels and then around a fixed object or bike stand.
- **Motorbikes** ~ use a case-hardened chain at least 3/8" thick and sturdy padlock to secure your motorbike.
- **Vehicles**
 - Close all windows and sun roof- lock doors and remove your key from the ignition when leaving it parked on campus. Visible steering wheel locks prevent the steering wheel from being turned.
 - Never hide a second set of key in your vehicle. Thieves know all the hiding places.
 - Never leave your car running while unattended, even if you will only be gone for a minute.
 - Don't leave valuable items in plain view. Item left out in the open attracts thieves.
 - Don't leave important documents such as bank statements, credit card bills/statements or other personal information in your vehicle. Thieves can use this information to steal your identity and have access your bank and credit card accounts.