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**FACULTY & STUDENT  
Supplemental to College Handbooks**

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## IMPORTANT NUMBERS

General Fire, Medical or Police Emergency	<b>911</b>
ACCD Police Emergency	<b>208-0911</b>
ACCD Police Dispatch (Non-emergency)	<b>208-8099</b>
Advanced Technology Center Management	<b>587-4444</b>

## Wecome/Bienvenidos

Welcome to the Alamo Community College District's Advanced Technology Center (ATC). This facility is the result of collaborative efforts among the ACCD, the City of San Antonio, and the business community of the greater San Antonio area. This handbook is provided as a quick reference and supplement to existing ACCD policy, procedure, faculty and student handbooks, or other publications addressing faculty and student conduct. Therefore, nothing in this handbook constitutes a contract, nor intended to alter, contradict, substitute, or to exempt anyone from the guidelines issued by the ACCD, an ACCD College, or an Independent School District as applicable to high school students. In instances of dispute, incidents or outstanding questions will be resolved by deferring to the proper source of authority and process.

### GENERAL CONDUCT

- **Discrimination:** The ACCD and, therefore, the Advanced Technology Center does not condone discriminatory conduct on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment, programs, or services. Please notify any ATC staff member or contact the ACCD Human Resources Department at 208-8051 to report discrimination incidents.
- **Sexual Harassment:** For ACCD purposes sexual harassment is generally defined as any (verbal or physical) conduct of a sexual nature that is unwelcome and has the effect or purpose of being abusive, offensive, or intimidating, or interfering with someone's (work or study) performance. Also, any educational or employment related reward or threat that is used in exchange for sex or sexual favors is considered sexual harassment. Relationships between students and faculty or staff members, particularly where there is a concurrent professional responsibility involved, are discouraged to avoid the appearance of any impropriety or preferential treatment. The ACCD has a responsibility to resolve all sexual harassment issues we know or should have known about. Accordingly, all students, staff and faculty members may expect and are encouraged to report such instances without fear of reprisal or retaliation. Please notify any ATC staff member or contact the ACCD Human Resources Department at 208-8051 to report sexual harassment incidents.
- **Disorderly Conduct:** Disorderly conduct will not be tolerated. Such conduct includes, but is not limited to: abusive, boisterous, forceful, indecent, malicious, profane, threatening and/or violent behavior. Such conduct will be reported immediately to the ATC management and the ACCD Department of Public Safety 208-8099 as needed to control, restore and maintain good order.

## BOMB THREAT & FIRE SAFETY

- The fire alarm within the Advanced Technology Center is a "**Local Alarm**" system only. If activated, the fire alarm serves to alert occupants within the ATC complex but does not concurrently notify the fire department. In the event of an alarm activation, **all occupants (students, faculty and staff members, and visitors) are to evacuate the building immediately** by way of the nearest safe exit and adjourn to a distance no closer than the parking lot or street adjacent to the building. Please refer to the bomb threat and fire evacuation plan posted near the door inside your classroom or office.
- An on-site staff member (during the day), or on-site faculty member (during the evening or weekends) will be responsible for contacting the Local Fire Department (911) and the ACCD Department of Public Safety (222-0911) to report the fire alarm activation or bomb threat.
- **Deactivation of the fire alarm system should be performed by or at the instruction of the Local Fire Department. Occupants will not return to the building until the fire department, or the ATC management has issued the "ALL CLEAR SIGNAL"!**
- Within 24 hours of a fire alarm activation, a member of the ATC management staff will report the incident to the ACCD Facilities Department.

### PERSONAL SAFETY AND INSURANCE COVERAGE

- Your personal safety is very important to us. Therefore, you are asked to report all unsafe conditions or practices to the ATC management. You are also asked to be careful and guard against reckless or thoughtless conduct while visiting our facility. Such conduct includes, but not limited to the following:
  - No running
  - No standing on chairs or tables
  - No horseplay
  - No fighting
  - No threats
- **If an illness or injury requires immediate attention, the Emergency Medical Service (EMS) 911 and the ACCD Department of Public Safety 222-0911 will be called to the scene.** Under no circumstance should faculty members transport or encourage a student to transport an ill or injured person to a medical facility. All accidents should be reported to the ATC management within 24 hours of occurrence.

- The ACCD sponsors a blanket accident plan of benefits that insures all students registered for credit and continuing education classes. Students may purchase additional sickness and dependent coverage through a separate plan. Claim forms may be obtained from any College Health Center. Students involved in an accident are asked to immediately report incident to their instructor and seek medical care as considered reasonable and necessary.
- ACCD faculty members are covered by Worker's Compensation Program for accidents occurring during the course and scope of performing their job. A faculty member involved in an on-the-job accident should seek medical care as considered reasonable and necessary; inform their immediate supervisor and the ATC management. Employees must contact ACCD Risk Management (208-8062) immediately and file a "First Report of Injury".

### SMOKING

The Advanced Technology Center is smoke-free facility. Therefore, smoking is prohibited in all classrooms, conference rooms, offices, rest rooms and all other areas within the building.

### CONCEALED WEAPONS

State Penal Code 46.03 prohibits the carrying of firearms "...on the physical premises of a school or educational institution.." The Advanced Technology Center is an Alamo Community College District facility and, therefore, considered an education institution. Persons visiting the ATC are prohibited from the use or possession of concealed weapons such as firearms, explosive devices, illegal knives or items with a design or purpose of inflicting bodily harm. Violations should be reported immediately to the ACCD Department of Public Safety (208-8099) and the ATC management.

### ALCOHOL AND DRUG USE

The ACCD complies with the Drug-Free Schools and Communities Act. The possession, use, distribution or sale of illicit drugs or drug paraphernalia on ACCD property is strictly prohibited. Violations of this law should be reported immediately to the ACCD Department of Public Safety (208-8099) and the ATC management.

### COMPUTER AND COMMUNICATION DEVICES

Computer and communication equipment are a substantial investment and critical to providing an education in today's technological society. The availability and use of ATC computers, computer software, peripherals and communications devices are principally for ACCD business and educational applications. The personal use or misuse of such equipment is discouraged and shall be guided by the following:

- **Food and drinks in computer classrooms are not allowed.** Instructors are asked to set the example and to be very diligent in supporting this requirement. Students or visitors with consumables in a computer classroom or computer lab will be asked to dispose of the food or drink item immediately.
- Since computers are used by a number of students for different applications, the units are generally pre-loaded and pre-set to optimize the widest use without the need for constant reconfiguration. Therefore, students are not permitted to change the display properties, power management options, or any other computer settings without expressed authorization from the instructor. In particular, the following applies:
  - **Do not download**, run or save any program from the Internet. This includes audio or video players; desktop themes, screen-savers, wallpaper, photos; or applications that change computer settings. Also do not download any program from the Internet for the purpose of saving to a disk for personal use.
  - **Do not upload**, run or save any data or program from a disk (CD, floppy or Zip) unless such is a part of the course or class assignment as given by the instructor.
  - **Do not surf** the Internet, visit chat-rooms, or send/receive e-mail unless such is a part of the course or class assignment as given by the instructor.
  - **Do not visit pornographic sites!!!** Any accidental visit to a site that contains graphic, sexually explicit, nude or risqué materials will be reported to the instructor and ATC management immediately. Visits to child pornographic sites must be reported to the ACCD Department of Public Safety.
  - **Do not open** or tamper with computers or peripherals unless such activities are a part of the course or assignment as given by the instructor.
  - **Do not rearrange** or reconfigure audio/video, communications or computer equipment without advanced notice and approval.
  - **Do not connect** personal audio/video or other electronic devices to ATC computers or communications equipment.

- **Reasonable accommodation hardware/software requests must be made in advance** for review and installation by ATC technical services as deemed necessary to support the requestor and course objectives.
- Students are asked to properly shutdown computers at the end of each class. Instructors are asked to check and ensure that all computers are properly shutdown before departing their assigned classroom or computer lab.
- Computerized SMARTboards are for instructor's use as considered appropriate and necessary to support classroom activities.
- **ATC Laptop computers** are for ACCD business and educational use. Laptop computers should be checked out and returned daily for classroom use as needed. The use of ATC laptop computers for business should be limited and **should not leave the ATC** facility without express written authorization reflecting purpose and duration.
- Telephones within the ATC are generally for business purposes and use by instructors, staff and official visitors. Students and the general public are asked to use the pay telephones available both inside and outside of the ATC.
- Instructors and students are asked to turn off business or personal mobile telephones and pagers during class sessions.

#### **FACULTY/STUDENT ACCESS TO THE ATC AND CLASSROOMS**

- Faculty members who teach at the ATC after hours or during the weekend shall be provided a means to open and close the building and assigned classroom(s). Therefore, instructors will be responsible for arriving in time to provide their students with access. Upon completion of the class, instructors are responsible for ensuring all students have departed the facility and that the doors are locked. Instructors are also responsible for contacting the ACCD Department of Public Safety Dispatcher (208-8099) to activate or deactivate the facility alarm system as applicable before arrival and/or upon departure. **Student use of any code or means to access a locked door is not authorized and will be considered a breach of security.**
- Faculty members are asked to notify the ATC management (587-4444) before 5 p.m. during the workweek in the event a class is to be cancelled or taught by a substitute. Such is necessary in order to notify students or to arrange building/classroom access for the substitute.

#### **FACULTY REQUIREMENTS AND SUPPORT:**

Generally, the respective college of assignment supports faculty needs for materials. In this regard, faculty members should adhere to the college teaching requirements and advanced notice for office supplies, printing and/or equipment needs.

- Instructors assigned to the ATC are provided access to an on-site workstation with computer and printing capability. Faculty members may use this workstation area for class preparation, office hours, or as needed to support the students. Because these workstations may be a resource shared with other faculty members, it is recommended that critical or sensitive work be saved to disk as opposed to the computer hard drive.
- The ATC **does not** have a print shop and, therefore, cannot support large printing demands. An on-site reproduction (photocopy) machine is available for faculty use to make copies in small quantities as needed for handouts or to supplement classroom materials.
- The ATC has limited equipment such a TV/VCR and overhead projector. Instructors are asked to call (587-4444) in advance to arrange for their equipment needs.

**COMPUTER LABS:** Due to the specialized nature of computer related or integrated courses taught at the ATC, computer lab time is usually built into the course curriculum. Therefore, the ATC cannot support requests for open lab time. Students must make arrangements with their instructor for sessions necessary to complete missed assignments or additional hands-on training. Usually, open computer lab periods are available at an ACCD college for ACCD students on a walk-in/space available basis. Students are asked to contact a college Learning Resource Center or Instructional Technology Department for additional information on open computer lab arrangements and hours.

**PRIVACY:** Outside of the restrooms, there is no expectation of privacy at the ATC since a 24-hour security surveillance system monitors the facility. Computers are shared by different classes and, therefore, used by different instructors and/or students. Also, each computer is subject to periodic inspection and diagnostic checks by ATC management as necessary to ensure proper usage and optimal performance.

**ACCD Parking Decals:** ACCD faculty members and students who park at the ATC shall purchase and properly display a vehicle registration tag/decal. Decals are available through a College Bursar's Office or the ACCD Department of Public Safety.