



South Georgia Technical College
Residence Life Handbook
2022-2023



www.southgatech.edu

RESIDENCE LIFE AT SOUTH GEORGIA TECHNICAL COLLEGE



Residence life is an opportunity for growth towards maturity. It allows students to become independent while maintaining community responsibility and identity. It is one of the most rewarding and important facets of the postsecondary educational experience. South Georgia

Technical College offers residential living on the Americus Campus to (1) provide an environment in which the learning experience may be enhanced and developed in accordance with traditional valued and objectives of the college, and (2) meet the demands of the physical living accommodations.

Resident students must accept the responsibility of the community living. The resident student is expected to be fair and just in all of his/her dealings with the college, and particularly in caring for the facilities provided. He/she will be required to exercise patience and kindness with his/her roommate and other students. Resident students should respect the rights of others at all times.

The suspension of a student's privileges, including campus housing, is a serious action, which may be imposed for violation of housing regulations or other institutional procedures. When a student is no longer enrolled or when violation of resident or general campus code of conduct rules results in cancellation of the right to occupancy, all personal belongings must be removed from the campus. Each resident student is subject to the terms of any and all stated regulations in this catalog/handbook and regulations issued by the Vice President of Student Affairs. Any new regulation that affects the student body and/or the residents of the residence halls becomes effective 24 hours after it is posted. Legal action may be taken against persons violating local, state, and federal laws, including destroying, stealing, or defacing college property.

Residence Hall Operations

The South Georgia Technical College dining hall on the Americus Campus provides three well-balanced meals per day, Monday through Thursday when classes are in session, and also Friday through Sunday. The student center is also equipped with food and beverage vending machines.

Dining hall hours of operation for *Spring 2023*, Monday- Sunday:

Monday – Friday:

Breakfast: 7:00am – 8:30am

Lunch: 11:30am – 1:00pm

Dinner: 5:00pm – 7pm

Fridays: Dinner ends at 6:30pm

Saturday – Sunday:

Brunch: 11:00am – 12:00pm

Dinner: 4:30pm – 5:30pm

Room Change Requests

Room changes cannot be made unless authorized by the Office of the Vice President of Student Affairs. Resident Assistants (RAs) can NOT authorize a room change request. If residents switch rooms without authorization, it is considered a violation. All other room change requests will be reviewed on an individual basis. Room change requests based on roommate conflicts or differences will only be considered following a meeting of both roommates with the Vice President of Student Affairs and/or AVP at which time a solution to the issues will be sought. If after the solution has been tried and failed a room change MAY be authorized. Part of living in a residence hall environment is learning to accept and appreciate people from different walks of life than oneself. Conflict resolution is a skill needed in day to day living and certainly in the workplace.

Entering Rooms

HEALTH AND SAFETY CHECK: Health and safety checks are completed at least once each semester. The purpose of these checks is to identify and resolve any potential facility or sanitation problems. During a health and safety check, a RA or other representative of SGTC will enter each room to check the condition. Residents are not required to be present at a health and safety check although it is preferred.

ENTERING ROOMS: SGTC reserves the right to the fullest extent permitted by the law to enter a room for the purpose(s) of safety, occupancy verification, facility improvements, conducting maintenance, or health and safety checks, managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or the other students, rooms may be search for legal cause by civil authorities.

Check-In Procedures

1. Resident students checks in at the Odom Center and approaches check-in table.
2. SGTC staff will check list to see if students have a balance due.
3. If resident shows PAID IN FULL, keys/keycards will be issued.
4. Resident student is to look over the room to determine the present condition of the assigned room.
5. Resident is responsible for knowing the rules and regulations of James and Martin Hall.
6. Residents will be required to complete a check-in/out form upon entering and exiting their room.

Check-Out Procedures

1. Resident student will make sure no trash, food or drinks are left out in the room before leaving.
2. Residents checking out permanently will make sure all belongings are removed from the room no later than the check-out time announced.
3. Resident students must turn in the key and ID card to the Vice President of Student Affairs office.
4. Resident is to leave the door locked and AC set to 70 degrees upon exiting.
5. Resident is to setup the room exactly the way it was upon entering it during Check-In.

Receiving a Residence Hall Deposit Refund

In order to receive a refund of the Residence Hall Deposit the following **MUST** happen:

- All personal property removed from the room.
- The room is clean and inspected/approved by a member of the resident hall staff. If there is any damage to SGTC property documented, the deposit refund will be reduced in the amount needed to repair/replace the damaged property.
- The proper check-out records are processed by the Student Affairs Office. Make sure you do not owe money to the college in any way. If you do, the deposit will go toward paying those charges before any amount is refunded.
- If proper check-out is not achieved, the deposit will not be refunded.
- If check-out occurs after the semester check-out deadline, the deposit will not be refunded.
- If a student is required to check-out of the residence hall for any type of disciplinary issue, the deposit will not be refunded.

Residence Hall Rules & Regulations

The residence hall program at the Americus Campus of South Georgia Technical College is responsible for providing an environment that will be conducive to academic achievement and maximum intellectual stimulation. Therefore, SGTC established the following regulations; however, SGTC does not attempt to define by formal rules every action that is forbidden:

- **ALCOHOL:** The use of alcoholic beverages and/or beverages identified as non-alcoholic beer are strictly prohibited on SGTC property including inside James or Martin Hall and any assigned rooms.
 - Georgia Law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age.
 - Underage students found in possession of or under the influence of alcohol will face disciplinary action.
 - Any student found providing alcoholic beverages to those under the legal drinking age will face disciplinary action.
 - Inappropriate behavior related to the consumption of any alcoholic beverage or any illegal drug is prohibited, and students will face disciplinary action.
 - Failure to follow the alcohol policies and procedures will result in a referral to the Office of the Vice President of Student Affairs for disciplinary action. In addition, the student may be subject to arrest for violating state and/or federal law.
- **AMPLIFICATION DEVICES** (i.e. speakers, amplifiers, phones, etc.) are prohibited at all times. Music playing inside a resident's room should not be easily heard in the hallway.
- **BREAKS/HOLIDAYS:** Housing can be provided during the holidays and breaks, with the exception of the Christmas Holidays. However, the cafeteria is closed during holidays and semester breaks, so students must arrange for meals on their own. Should a student need to stay in their assigned room or designated room during a break, they must complete An Intent to Stay Over a Break Form with the Office of Student Affairs, and once approved, students may be required to pay a \$20/night fee in advance with the business office, for each night they stay.
- **CLEANING ROOMS:** Rooms should be kept clean and free of any remnants of food or drink. All trash must be removed and placed in dumpsters, never left outside the room or piled within the room.
- **COOKING AND HEATING APPLIANCES** are not permitted in the residence hall rooms; however, students are allowed to have a compact refrigerator, microwave and/or single cup coffee maker. No open heating elements of any kind. i.e. toaster oven, air fryer, George Foreman grill etc.
- **CURFEW:** SGTC does not have an official curfew, but we do ask residents to be respectful and quiet when entering their hall/room to their fellow roommate or residents upon arrival.
- **DISRESPECTFUL OR UNWANTED BEHAVIOR:** Disrespectful attitude or unwanted behavior toward any resident/faculty/staff/Resident Assistant/Desktop Assistant/ and/or Public Safety Officer is prohibited and can result in disciplinary action.
- **DRESS CODE:** Students are expected to be properly dressed when outside their rooms. Shoes and adequate clothing must be worn in the lobby and halls.
- **DRUGS:** Drug possession or use (illegal or narcotic drugs) are not permitted in housing and on campus. This includes the misuse of legal pharmaceutical drugs and/or possession of drug-related paraphernalia, especially drugs not prescribed to the resident.
- **FIRE SAFETY/EMERGENCY EXIT DOORS:** Tampering, destroying, blocking, hanging, or attaching and/or removing fire equipment is a federal violation and could result in hefty fines and/or removal from housing. Students are not allowed to prop lobby or side doors for any reason, unless given permission from a SGTC staff member.
- **FIGHTING** Students are prohibited of fighting or instigating fights in the Residence Halls.

- **FLAMMABLE ITEMS** of all types, candles, incense sticks, fireworks, aerosol spray paint cans and solvents, and other similar objects are strictly prohibited in the residence hall. Any such items found in rooms will be confiscated.
- **FURNITURE:** All furniture assigned to residence hall room **MUST** remain in the room unless removed by South Georgia Technical College staff.
- **HALL MEETINGS:** Students are expected to be punctual and attend all residence hall meetings. Flyers, texts and/or student email will be used to notify residents of all scheduled meetings. Non-attendance will result in a violation unless the student has prior approval and documentation of an excused absence submitted to the Vice President of Student Affairs. It is the responsibility of any student who misses a meeting to speak with Student Affairs to obtain the information presented at the meeting. Missing a meeting will not be considered a valid reason for lack of knowledge of important information presented to resident students in a meeting.
- **HALLWAY TRAFFIC:** Running, participating in any form of roughhousing or sports play in hallways or public areas are prohibited. Objects such as Frisbees, balls, water guns, etc., must not be thrown in the hallway, in individual resident rooms, or in common areas within James or Martin Hall.
- **KEYS & STUDENT ID'S:** Residents are expected to carry their SGTC student ID and key with them at all times. It is required to get into their hall and/or room. Students will also need their ID to get into the cafeteria. An employee may require any member in housing to present their SGTC as proof of residency. Residents are not allowed to share/loan their key/ID with any person other than themselves.
- **LAUNDRY ROOM RULES OF USE:** Do not leave any belongings in the room unattended. Do not handle anyone else's belongings. **Please leave washing machine doors open when not in use.**
- **LITTERING:** Littering in communal areas, hallways, and outside of the buildings.
- **LOITERING:** No loitering or prowling after 1am. You will be asked to leave or go to your room.
- **PETS** are not allowed in the residence hall under any circumstances. ESA and service dogs are the exception. Please see the posted procedure to having these types of animals on campus.
- **QUIET HOURS:** SGTC Housing observes quiet hours from 10am until 10pm 7 days a week. This includes the lobby and common areas.
- **ROOM DOORS:** Resident doors should never be propped and remain locked at all times for safety and security reasons.
- **SALES/SOLICITATION IN HOUSING:** SGTC prohibits the solicitation and selling of goods and services in the halls with intent to make sales and for business purposes.
- **SMOKING, TOBACCO USE AND VAPING** are **STRICTLY PROHIBITED** including herbal/non-tobacco cigarettes, VAPE, hookahs, and e-cigarettes regardless of the tobacco content, on SGTC property including inside James or Martin Hall and any assigned rooms.
- **THEFT/BORROWING/VANDALISM OF PERSONAL/SCHOOL PROPERTY:** Theft/Vandalism of school property or another resident's property or borrowing of school property or another resident's property is strictly prohibited without consent.
- **VEHICLES:** Operation of any motorized vehicle on South Georgia Technical College property requires proof of Department of Motor Vehicle registration, license, and proof of insurance by the driver. Vehicles on campus also must be registered with the Office of Public Safety.
- **VISITATION:** Visitation of non-residents is a privilege. Any visitors to the residence halls must check in with the RA or Desk Assistant on duty and present a valid license or ID card. The visitor must check out with the RA/RD on duty upon leaving the residence halls at the appropriate time. Visitation hours is as follows:
 - ◆ **Sunday through Thursday.....6pm – 12am**
 - ◆ **Friday and Saturday..... 10am – 12am (next morning)**
 - Visitors must remain with their resident at all times.**
- **VISITORS/GUESTS**
 - No overnight guests are allowed in James or Martin Hall including NO cohabitation of James or Martin residents not assigned to the same room without permission from the AVP or V.P. of Student Affairs.

- Visitors under the age of 18 are not allowed in the residence halls without the written permission of the AVP or V.P. of Student Affairs or their designee.
- **WALLS/DOORS/CEILINGS:** Duct tape, nails or screws on/in the walls are strictly prohibited. The use of these items will result in fines to pay for all damage caused and repainting. Residents should use wall-safe and paint-safe products for hanging items on the walls and doors.
- **WEAPONS:** No weapons of any kind are allowed in James or Martin Hall in accordance with Georgia Law. Within a school safety zone, any operable or inoperable object (or reasonable facsimile thereof) referenced in O.C.G.A. 16-11-127.1, including but not limited to a pistol, revolver, or any weapon designed or intended to propel a missile of any kind, any knife with a blade two or more inches in length (e.g., switchblade, ballistic knife, etc.), straight-edge razor or razor blade, any bludgeon-type instrument (e.g., blackjack, bat, or club), any flailing instrument (e.g., nun chuck or fighting chain), stun gun or taser, or weapon designed to be thrown (e.g., throwing star or oriental dart)
- **WHEELS:** Bicycles, motorcycles, scooters, hover boards, skates, skateboards and other similar items are not to be ridden or used in James or Martin Hall. These items are allowed on campus assuming you follow all state or local laws. A helmet must be worn if using a motorized bicycle/hoverboard.
- **WINDOWS:** No items, other than those issued or approved by South Georgia Technical College, are to be displayed from the window. In addition, students are not allowed to enter or exit the window or throw items from their window at any time.

The suspension of a student's privileges, including campus housing, may be imposed for violation of housing regulations or other institutional policies. When a student is no longer enrolled or when violation of resident or general campus policies results in cancellation of the right to occupancy, all personal belongings must be removed from the campus. Loss of privileges to reside in James and/or Martin Hall will result in forfeiture of the deposit.

Student Code of Conduct

The Student Code of Conduct can be found in the SGTC Catalog & Student Handbook, www.southgatech.edu. All SGTC students are expected to follow the rules and regulations as set forth in the Student Code of Conduct.

NOTE: Disciplinary Procedures, including appeal procedures, are found in the SGTC Catalog/Student Handbook.

When a student graduates or is terminated at South Georgia Technical College, all personal belongings must be removed from campus at time of checkout. College personnel will not be responsible for any personal items left in the residence hall.

Inspection, Search, and Seizure

ENTERING ROOMS: SGTC reserves the right to the fullest extent permitted by the law to enter a room for the purpose(s) of safety, occupancy verification, facility improvements, conducting maintenance, **to ensure compliance with the SGTC Code of Conduct**, or health and safety checks, managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, and/or maintaining a quiet environment where residents may sleep and study. Student rooms may be searched for legal cause by civil authorities.

Although students were guaranteed the rights of any citizen and therefore will not be subject to unreasonable search and seizure, the courts have recognized the rights of institutions to conduct reasonable inspections, search, and seizure in order to enforce college regulations. South Georgia Technical College reserves the right to conduct such inspections, searches, and seizures within the limits of the law.

The college reserves the right to conduct searches of individual rooms in a residence hall or other facility on campus if there is a reason to believe an institutional regulation has been violated. Law enforcement officials may search

facilities with or without authorization from the college by means of a search warrant. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning the violation of institutional regulations. Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia or illegal weapon.

Residence Hall Violations

Disregard for the rules and regulations established for James and Martin Hall can result in monetary fines and/or community service hours. A violation of the rules and regulations may first be addressed with a verbal or written warning. However, the Vice President of Student Affairs or AVP will determine the most appropriate action. Residents are expected to know the rules and regulations.

If the student believes the warning or fine is unwarranted, he/she can ask for a review of the action by completing the appeal form. This form must be submitted to the Office of the Vice President of Student Affairs within seven (7) calendar days of notification of the decision. Residents may lose the privilege to reside in James or Martin Hall. **If they receive three or more violations and/or fines for violation of the rules and regulations of James and Martin Hall. The decision of the Vice President of Student Affairs is final.**

Violations of the Student Code of Conduct will be addressed through the established Disciplinary Procedures.

ADDITIONAL ITEMS PROHIBITED FOR USE AND/OR CARRY/STORAGE IN THE RESIDENCE HALLS

- Candles, candle warmers, or incense sticks
- Fireworks, aerosol spray paint cans and solvents, and other flammable chemicals
- Any alcohol, or alcohol-related containers
- Cigarettes or any other tobacco products
- Hookahs, e-cigarettes, vapors
- Drugs of any kind, with the exception of prescription drugs (prescribed to you)
- Weapons, including but not limited to, firearms, switchblade knives or knives with blades longer than 3 inches, martial arts weapons, bows and arrows, crossbows, pellet guns, paintball guns, electronic shocking devices including tasers, clubs, or life-like replica weapons.
- Household items such as halogen lamps, sun lamps, space heaters, hot plates, clothes washers and dryers, and external antennas.
- Kitchen appliances, including toasters and toaster ovens, electric skillets, grilling machines, portable stove burners, air fryers, open heating element appliances, and refrigerators larger than 4.5 cubic feet
- Non U.L. approved power-strip extension cords
- Pets of any kind (with the exception of Emotional Support Animals or Service Animals with approval)
- Stolen property, such as traffic signs, construction signs, traffic lights, etc.

Community Living

A student's enjoyment of life in James/Martin Hall depends on thoughtful consideration and common courtesy among neighbors. The basic expectations of a fellow James/Martin Hall resident include the following:

- To live in a clean building and room.

- To read and study without undue interference in one's room.
- To sleep without undue disturbance from noise.
- Free access to one's room and facilities without pressure from a neighbor.
- To be free from fear or intimidation and physical or emotional harm.
- To expect reasonable cooperation in the use of the resident hall utilities and space.

Shared Responsibility

When students share a residence hall, each student is responsible for the noise level/activities. If the contents, activities, or damage in the residence hall are in violation of college procedures, a student(s) may be charged with such violations. If a student is concerned about possible violations, it is his/her responsibility to discuss this with the Vice President of Student Affairs.

Mail Services

Resident students will pick up mail at the Student Affairs Office located in Odom Center 1st Floor. The mailing address is (Students Name) 900 South Georgia Tech Parkway, Americus Georgia 31709. Typically, a text message or email reminder or notification is sent to the resident when a package/letter is ready to be picked up.

Maintenance Requests

Any maintenance requests needed following a resident's initial check-in should be reported to the Office of Student Affairs. You can email all maintenance requests to: maintenance@southgatech.edu. The Office of Student Affairs will direct the request to the appropriate department for service. Emergency concerns, i.e. major leaks, bug issues, bathroom issues, electrical issues, heating concerns, should be reported to the Office of Student Affairs. Requests that are not made on behalf of the housing student may have significant negative impact on the room and the student's health.

Surveillance Cameras

For the resident's protection, surveillance cameras are located inside and outside of the residence hall buildings and the residence hall parking areas. These areas are patrolled by Public Safety. Should you have a concern in the vicinity of the residence hall area, write down the time, date and location and contact Campus at 229.938.2992 (office located in Hicks Hall).

Parking

All resident students should register their vehicle with Public Safety located in Hicks Hall. Resident students may not leave vehicles in the parking lot during any holiday or semester break.

Motorized Vehicles

MOTORIZED MOPED, MOTOR SCOOTER, MOTOR BIKE, ELECTRIC BIKE/SCOOTER, ETC.

1. These rules applies to:

- (a) motorcycles, every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor, all-terrain vehicle, and moped,
- (b) mopeds and motorized bicycles which include all two-wheeled motorized vehicles under 50 cc. that cannot exceed 30mph or cannot be shifted or clutched, and
- (c) motor scooters not within the definition of motorcycle.

2. A permit must be obtained for any motorcycle, moped, or motor scooter operated on campus. You can get your permit from the Office of Public Safety located in Hicks Hall.
3. **Motorcycles, mopeds, and motor scooters** are prohibited from parking or being set down:
 - in areas designated for larger vehicles including, but not limited to, cars, trucks, construction vehicles, and buses
 - in or at bicycle racks or bicycle parking areas on SGTC grounds
 - in loading zones, on sidewalks, disabled access aisles, driveways, lawns, landscaped areas, within 10 feet of a fire hydrant, or in areas used for special events
 - in breezeways, near railings, or any building locations in such a way to block residents from safely exiting a building
 - in handicap spots without displaying a handicap license plate or placard
 - in a manner secured to utility poles, trees, bollards, railings, signposts, meter posts, or fences
 - To operate a moped in Georgia, you must be at least 15 years old and have a valid learner's permit or driver's license. Mopeds do not need to be registered with the state, nor do riders have to carry insurance, but they're restricted to roads where the minimum speed limit is 35 mph or less. Additionally, all moped riders in the state must wear a helmet.
4. **Electric scooters** can be ridden on bike paths, bike lanes and on roads with a speed limit of 35 mph or less. You can't use these on sidewalks, and riders who are 16 or younger will need to wear a helmet while operating them.
5. In general, **motorized bikes** that do not exceed a power or engine size limits are subject to the same regulations as human-powered bicycles. They can be used on streets and on bike paths without a license or insurance. However, riders younger than 16 must wear a helmet. (Never sidewalks or on grass areas)

Electric-powered bikes must have an electric motor of 1,000 watts or less and maximum speed of 20 mph. Additionally, they must also be equipped with pedals like a typical bicycle.
6. Motorized vehicles that are not being used for transportation purposes solely are to limit their riding during SGTC non-quiet hours. Please see SGTC quiet-hour policy for residential students.

MISSING STUDENT NOTIFICATION POLICY

Suspected missing residential students should be promptly reported to the SGTC Campus Safety Office or including not limited to Vice-Presidents, Deans, Residence Hall staff (such as Resident Assistants or Hall Monitors), athletic coaches, and advisors to student organizations. The CSA will promptly notify the local authorities and Campus Safety of the possible missing student. A student is determined to be missing when the Campus Safety has verified that reported information is credible and circumstances warrant declaring the person is missing. Contact will then be made to the missing person's contact as well as with local law enforcement within 24 hours of the determination that the student is missing by the Director of Campus Safety or his designee.

Students residing in on-campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by South Georgia Technical College no later than 24 hours after the time the student is determined to be missing by the officials authorized to make that determination, specifically the Director of Campus Safety. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. The Campus Safety Office advises students that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus

officials and local law enforcement and that it may not be disclosed outside of a missing person investigation. In addition to notifying a designated contact person, students that are under 18 years of age and not emancipated, SGTC must notify the custodial parent or guardian within 24 hours of the determination that the student is missing.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the Annual Security and Fire Safety Report that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for on campus housing will also be notified of this policy at the time of completing on-campus housing-related documents. All information submitted online during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the Campus Safety Office. Email sent to ssone@southgatech.edu is the preferred method of submission and must include the following: student's full legal name, SGTC's 9000 Identification number, Room number, the student's cell phone number (or best contact phone number), the name and relationship of the person(s) whom the student desires to be contacted, a home and cell phone number for that person(s), and a home address for that person(s). For persons under 18 years of age and not emancipated, a legal parent or guardian will also be notified within 24 hours of the determination that the student is missing.

EMERGENCY RESPONSES: TIMELY WARNINGS

The circumstances of any particular situation, coupled with the SGTC's evaluation of the situation/threat potential and authorization from the SGTC President or designee, will dictate the need and manner for the issuance of an alert.

The Assistant Vice President of Student Affairs (or designee) is primarily responsible for determining the content and distributing a timely warning notice to the community, and such notifications are distributed mainly through Blackboard Connect and phone calls. The Blackboard Connect system allows authorized officials to create and rapidly disseminate time-sensitive messages to every telephone number and email stored in the notification database. With the Blackboard Connect system, authorized users can send thousands of messages in minutes. Only authorized officials are allowed access to the system.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the College President, Assistant Vice President of Student Affairs, Vice President of Student Affairs, Vice President of Operations and the Director of Campus Safety after considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. But if a crime occurs that would pose a serious or continuing threat to the SGTC, a timely warning notice would be distributed to the campus community. Timely warning notices are typically distributed to the SGTC notifications.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at South Georgia Technical College. The SGTC Emergency Operation Plan is designed to provide a resource for South Georgia Technical College personnel, administrators, and students to assist with information and provide guidelines in planning and responding in a crisis. It provides guidelines necessary to cope with most campus emergencies.

In the event that a situation arises, either on or off campus, that in the judgment of the President and senior leadership of the college, constitutes a significant emergency or dangerous situation involving the immediate threat

to the health or safety of students or employees occurring on the campus, a campus wide emergency notification will be issued. The emergency notification could include: the college email system, phone system, public address system, and/or outdoor electronic bulletin boards to students and employees.

Depending on the particular circumstances of the event, especially in all situations that could pose an immediate threat to the community and individuals, the College may also post a notice on the College website, www.southgatech.edu, providing the college community with more immediate notification. Notification will occur without delay unless such notification will compromise the response efforts.

The decision to notify the community will be based on a case-by-case basis. The initial recommendation may be made by the President of South Georgia Technical College (or designee) or responding law enforcement at the scene. In the event of an incident which would require the larger community to be notified, information may be posted via the website, newspapers, internet, local radio, and/or local TV stations. The President, Assistant Vice President of Student Affairs, Vice President of Student Affairs, VP of Institutional Advancement/Marketing or the Director of Campus Safety will be responsible for initiating the initial notifications. South Georgia Technical College posts physical and visual emergency procedures and evacuation routes throughout all SGTC buildings.

South Georgia Technical College's Emergency Operation Plan, contains information about emergency guidelines for the campus community; college emergency procedures; pre-emergency planning and performance expectations; "shelter-in-place," "secure-in-place" and evacuation guidelines; and local contingency and continuity planning requirements. Each department is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

Drills, Exercises and Training. The College conducts numerous emergency response exercises on campus each year. These tests which include but are not limited to: fire evacuation, tornado drills, tabletop exercises, and active shooter are designed to assess and evaluate the emergency plans and capabilities of the institution.

The College conducts unannounced building evacuation drills by conducting evacuation drills once a semester. These drills are conducted to test the alarm system and to familiarize students, employees, and visitors with the evacuation procedures and location of exits. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are typically Campus Safety Officers, local law enforcement agencies, local fire responders and emergency medical services. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, the Campus Safety Department and local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for South Georgia Technical College are publicized each year as part of the institution's Clery Act compliance efforts (SGTC's Annual Security and Fire Safety Report publication). That information is available on the South Georgia Technical College website at <https://www.southgatech.edu/wp-content/uploads/2022/09/2022-SGTC-Annual-Security-and-Fire-Safety-Report-092922.pdf>

Emergency Notifications:

South Georgia Technical College will immediately distribute an emergency notification to the campus community upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or employees, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Examples of emergencies that may warrant such a notification include but are not limited to: an active shooter on campus, hostage/barricade situation, a riot, credible bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to a college-owned or controlled facility, significant flooding, a large gas leak, or a significant hazardous material release. Authorization of the SGTC Emergency Notification Systems

The Vice President of Student Affairs, or his/her designee, is primarily responsible for making the recommendation to the President, the Assistant Vice President of Student Affairs and the Director of Campus Safety for initiation of the primary communication system, in the event of an immediate need, determining the segment of the community

to receive the notification (if the threat is limited to a particular building or segment of the population) and activating the system to all students and employees registered after confirming a significant emergency or dangerous situation has indeed occurred.

Procedures Used to Notify the Campus Community:

The content of an emergency notification will depend on the situation and the notification method. A description of the situation and relevant safety instructions will be included in all initial emergency notifications regardless of the situation or method. The Vice President of Student Affairs or their designee is responsible for providing emergency notifications through Blackboard Connect. Confirming the Existence of a Significant Emergency or Dangerous Situation and the Emergency Notification System Reports of an emergency or dangerous situation can originate from various sources including, but not limited to, reports from first responders, reports from other campus departments, reports from citizens through 911, and reports from other law enforcement agencies. Enrolling in the Campus's Emergency Notification System.

South Georgia Technical College Emergency Notification system is offered and provided to all students and employees of the college. When students are registered for classes at SGTC, they receive an email and contact information is entered into BannerWeb. Blackboard Connect generates a new call list every term from BannerWeb to only call or email enrolled students of South Georgia Technical College. Blackboard Connect also sends all South Georgia Technical College employees notifications based on current employee information. For any changes to contact information, please contact the Office of Admissions at 229-931-2760 or email the Director of Admissions at cwalters@southgatech.edu.

Emergency & Safety Procedures Living in Housing

- If there is a medical emergency call 911.
- Do NOT prop exterior doors open. Doors are locked 24/7 for security protection.
- Never give your room key/key card or student ID to anyone.
- Keep your room locked when you and/or your roommate are not in the room.
- Remember you are responsible for your guests, when guests are allowed.
- Report to the residence hall staff or Public Safety any obscene or harassing phone calls or behavior.
- Report suspicious people to Public Safety at 229.938.2992.
- Protect your personal property.

Severe Weather Watch/Warning

In the event of a severe weather watch and/or warning, students will be alerted by Public Safety. The following steps should be taken:

- Resident students will be directed to the ground floor of the residence hall and restricted to the center hallway away from all windows and doors. Residents having a restroom on the 1st floor should go here.
- Resident students will remain in the designated safe area until Public Safety or a member of Student Affairs gives the all clear following notification.
- Resident students who refuse to follow and/or disrupt procedures are putting their own lives and the lives of those around them at risk and they will face disciplinary sanctions.
- Residential students should have an updated cell phone on file with the Office of Admissions to receive emergency alerts to their phones.
- You can also sign up for emergency communication with Sumter County (SGTC's County) at: <https://www.public.coderedweb.com/CNE/en-US/BF89A1045E23> for more information. You can also google search code red Americus, GA to sign up.

ALWAYS EVACUATE THE RESIDENCE HALL WHEN A FIRE ALARM SOUNDS!

Please do not tamper with any fire safety equipment i.e. pull stations, fire extinguishers, hoses, smoke detectors and sprinkler systems. Covering a smoke detector or tampering with equipment in any way either in a room or in public areas will result in serious sanctions. This is a federal crime.

Fire Evacuation Procedure

When you hear a fire alarm, the following steps should be taken:

- Follow the evacuation route.
- Once inside stay at least 100 feet from the building. (James Hall students Odom Center, Martin Hicks Hall)
- Do not re-enter the building until a staff person gives the all clear.

If you are trapped in a fire, the following steps should be taken:

- Close all doors between you and the fire. Never go blindly out of the door until you feel the handle to see if it is hot. If it is hot, stuff a towel under the door and remain in the room.
- Crack the window (both top and bottom, if possible) 6"-8", and stay near it for air. If needed, break the window with a chair or shoe in order to have fresh air.
- Smoke and fumes rise. Therefore, stay close to the floor; use a wall to keep from moving in circles.
- Use a towel, wet if possible, to cover hair and nose.
- Evacuated individuals must stay 100 feet away from the building until an "all clear" is given by a member of Student Affairs.

False Fire Alarms

Setting off a false fire alarm in the residence hall may result in immediate eviction from the residence hall. In addition, legal action may be taken.

Tornado Warning

When a tornado warning has been issued, stay away from windows, doors and outside walls. Protect your head from falling objects or flying debris. Take cover immediately, wherever you are: (closets, interior hallways, restrooms).

One basic rule to follow wherever you are is AVOID WINDOWS. An exploding window can injure or kill. Don't take the time to open windows; get to shelter immediately.

Get into the restroom, if possible. In larger buildings, the restrooms are usually made from concrete blocks. Besides having the four walls and plumbing holding things together, the metal partitions help support any falling debris.

Pre-designated Areas Outside a Building

If you have to evacuate the Premises:

- DO exit quickly and calmly
- DO go directly to open air
- DO close the door behind you
- DO follow directions of administrators or emergency personnel

- DO NOT enter an adjacent building
- DO NOT stop to collect bags or books
- DO NOT use the elevators

Lockdown Emergency Procedures

What to Do:

When an announcement is made to initiate an emergency lockdown, the following steps should be followed:

1. Leave the area, or the campus, if it is possible to do so safely. When running, use a zigzag pattern, instead of running in a straight line.
2. If unable to leave, proceed to an area that can be secured.
3. Lock all doors into the area. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
4. Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
5. Close blinds and drapes for concealment.
6. Turn off lights. Put cell phones on vibrate, and if communication is needed, use text messaging only.
7. Remain under lockdown until advised by South Georgia Technical College Public Safety, College Administration, or Law Enforcement Personnel that the crisis has been resolved.
8. After the lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.
9. If an assailant enters the room and you are not able to flee, you must defend yourself; consider throwing items at the person to inhibit progress.
10. Remember that every emergency situation is different and you always should use your best instincts.
11. After the emergency, use text messaging to notify your friends and family about your situation. Please try to keep cell phone lines open for emergency personnel.

GET INVOLVED!

College success does not come from simply going to class and studying all the time. Find a connection with your college and get involved. There are many opportunities for SGTC students to participate in clubs and activities.

Networking and Student Organizations

SGTC has a variety of active organizations such as:

- **Skills USA**- compete at the state and national levels in the skill area of your program.
- **Student Government Association (SGA)**- become a representative for your program area and help make improvements to your college. SGA meets the last Thursday at 11am of every month.
- **GOAL (Georgia Occupational Award for Leadership)**- faculty nominated competition for outstanding students with local, regional and state competitions.
- **NTHS (National Technical Honor Society)**- faculty nomination and GPA requirements for membership focused on outstanding academic performance.
- **O-Team (Orientation Team)** - a student organization that aids new and returning students during Orientation and Registration.

Visit the Student Affairs Department located in the Student Center to learn more about all of these activities and more!



CARES (Campus Assessment Response Evaluation) Team

CARE is the South Georgia Technical College Campus Assessment Response and Evaluation Team. The SGTC CARE team has been created and organized to help identify, assess, respond to, and reduce concerning behaviors in order to foster safe campus environments for faculty, staff, and students. The CARE Network works most effectively when the SGTC community shares information through CARE referrals or reports, phone conversations or in person with a CARE staff member.

- Promote a safe physical environment for members of the college campus
- Promote a safe emotional environment for the college community
- Promote peace of mind for friends and family of the college community

The CARE team focuses on the wellness concerns for others. This may include referrals about a person, an incident, or an issue of concern. It may include instances where there are violations of institutional rules or state and federal law. Any member of the college community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear. Share these types incidents with the CARE Team. **However, in the case of a crisis where a person may pose an active or immediate risk of violence to self or others, call 911 and contact campus safety immediately.**

How Do I Make A Referral?

It is the responsibility of faculty, staff, and students to immediately share any situation that could possibly result in harm to anyone in the college community. Individuals can submit referrals in the following ways:

1. Submit an online report by visiting www.southgatech.edu/CARE or email care@southgatech.edu
2. Contact a CARE Team Member
3. Anonymous referrals can be submitted by phone, email to care@southgatech.edu, or by submission of a form.

Shareable Behaviors

- Demeanor that represents a significant change in appearance, mood and/or social functioning
- Behavior that creates a disruptive or hostile campus environment
- Actions that potentially endanger the safety of any member of the SGTC community
- Conduct that impacts a SGTC community member's physical and/or psychological well-being
- Actions that cause damage to personal or college property
- Behavior that impacts the ability of students to learn, faculty to teach, or the college to conduct routine business

Annual Security and Fire Safety Report

South Georgia Technical College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the SGTC Campus Safety Office, along with information provided by other Campus offices such as Student Affairs and other Campus Security Authorities and information provided by local law enforcement agencies for both the Cordele Campus and the Americus Campus. Each of these offices or departments provides updated policy information and crime data on an annual basis for inclusion in this report.

South Georgia Technical College distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1st of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a copy of this report by contacting the South Georgia Technical College Campus Safety Office or by visiting their website, <https://www.southgatech.edu/wp-content/uploads/2022/09/2022-SGTC-Annual-Security-and-Fire-Safety-Report-092922.pdf>

REPORTING CAMPUS CRIMES AND EMERGENCIES

Contact SGTC Campus Safety at 229-938-2992 (Americus Campus) or in person at the SGTC Campus Safety Office located in Hicks Hall. South Georgia Technical College (SGTC) has taken measures to ensure the safety and security of the campus community. SGTC takes great pride in ensuring the campus community is one where students, employees, and visitors can work, study, live, and enjoy all that South Georgia Technical College has to offer. A hard copy of the Annual Security and Fire Safety Report can be obtained at the Hicks Hall Student Center Campus Safety Office located at 900 South Georgia Tech Parkway, Americus, GA 31709.

Voluntary, Confidential Reporting. Reporting crimes or emergencies is voluntary and confidential. If you witness or you are a victim of a crime and/or an emergency, you should accurately and promptly report to SGTC Campus Safety at 229-938-2992 (Americus Campus) or 229-942-2067 (Cordele Campus), or the local law enforcement agency. South Georgia Technical College does not have any non-campus organizations or housing, but student organizations may sponsor an event. At those times, a Campus Safety officer may be assigned to the event for security purposes. All crimes should be reported to the Department of Campus Safety for the purpose of investigating the crime, making a timely warning report and for annual disclosure in the crime statistics.

If you are the victim or a witness of a crime and do not want to pursue action within the Technical College System of Georgia or within the criminal justice system, you may still want to consider making an anonymous report. You may contact the Campus Safety Office at 229-938-2992 to report a crime anonymously. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Reporting to Campus Safety. Accurate and prompt reporting of all crimes to Campus Safety and other appropriate law enforcement agencies is encouraged. When the victim of a crime or a witness to a crime elects to, or is unable to, make such a report, they may call the Department of Campus Safety. The SGTC Campus Safety Office on the Americus Campus is open 24 hours a day, seven days a week. Someone is always available to answer calls. Cordele Campus Safety is available during regular business hours. There are several ways to contact the department for assistance.

Contact Campus Safety at the number below for any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside buildings

Student Rights and Responsibilities

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA) and Applicant Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review the student's education records within 45 days of the day SGTC receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The SGTC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the SGTC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If SGTC decides not to amend the record as requested by the student, the college 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by SGTC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SGTC has contracted (such as an attorney, auditor, or collection agent); a person serving on a school board; 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SGTC to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605
For more information, contact:

Kari Bodrey
900 South Georgia Tech Parkway
Americus, Georgia 31709
Phone: 229.931.2700
Email: kbodrey@southgatech.edu

FERPA Objection

Any adult student or minor student's parent who objects to the release of this directory information under the Family and Educational Rights and Privacy Act should file an objection in writing clearly stating what directory information should not be released to third parties. Forms are available in the Registrar's office for filing a FERPA Objection.

Another federal law, known as the Solomon Amendment, requires South Georgia Technical College to release student recruitment information to military recruiters. Student recruitment information is defined as: name, address, telephone number, age, major, date(s) of attendance (quarter of enrollment), degree awarded.

If you do not wish to have student recruitment information released to third parties, you may file a FERPA Objection in the office of the Registrar.

Directory Information

In accordance with the federal law outlined above, SGTC will release the following information as directory information:

- Full name of student
- Major and field(s) of study
- Enrollment status (i.e., full or part-time, undergraduate, graduate)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

Notice to All Students on Drug Law Violations and Ineligibility for Federal Financial Aid

Section 484, subsection R of the Higher Education Act of 1998 (HEA)

Under Section 484, subsection R of the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work-study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by (1) successfully completing an approved drug rehabilitation program that complies with such criteria, as the Secretary shall prescribe in regulations for purposes of this paragraph; and includes two unannounced drug tests. (2) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe in regulations for purposes of subparagraph (1) or (3) the conviction is reversed, set aside, or otherwise rendered nugatory.

Campus Security Act

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in any federally funded education program. Employees, in their role under Title IX, are required to report all incidents of sexual violence and other sexual discrimination to the College. Additionally, “Responsible Employees” are required to advise students of their right to file a complaint with the College, regardless of their desire to pursue an investigation with law enforcement. You may do so by contacting: Title IX Coordinator, Eulish Kinchens 229-931-2249 Odom Center, Room 107.

Equal Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life and athletics. It also encompasses the employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX – Eulish Kinchens, Odom Center, Room 107, 229.931.2249
(Hearing Impaired) 229.931.2854

Section 504 – Jennifer Robinson, Odom Center, Room 200, 229.931.2595,
(Hearing Impaired) 229.931.2854

ADA – Jennifer Robinson, Odom Center, Room 200, 931.2595
(Hearing Impaired) 229.931.2854

Sexual Harassment – Eulish Kinchens, Odom Center, Room 107, 229.931.2249
(Hearing Impaired) 229.931.2854

South Georgia Technical College

900 South Georgia Tech Parkway

Americus, Georgia 31709

Phone: 229.931.2394



As set forth in its student catalog/handbook, South Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Title IX Coordinator, Eulish Kinchens, at 229-931-2249 or ekinchens@southgatech.edu or Section 504 and ADA Coordinator, Jennifer Robinson, at 229-931-2595 or jennifer.robinson@southgatech.edu. South Georgia Technical College is located at 900 South GA Tech Parkway, Americus, Georgia 31709-8167. The Crisp County Campus is located at 402 North Midway Road, Cordele, Georgia, 31015.