

COLLEGE COMPLIANCES

EQUAL OPPORTUNITY NON-DISCRIMINATION/ NON-RETALIATION STATEMENT

Mesalands Community College is committed to the policy of equal opportunity in employment and education regardless of race, color, ancestry, religion, national origin, sex, age, physical or mental disability, serious medical condition, veteran status, spousal affiliation, sexual orientation, gender identity or any other basis prohibited by federal, state or local law.

In compliance with Titles II, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the New Mexico Human Rights Act and any other applicable federal, state and local laws, Mesalands does not discriminate against any applicant, employee or student. This policy covers admission, access, and service in College programs and activities, and application and treatment in College employment. This policy also applies to all aspects of employment, including but not limited to hiring decision, promotions, training, pay, benefits, layoffs, discipline and terminations. In addition, it continues to be the policy of Mesalands to maintain a working environment free of discrimination and harassment.

Mesalands also strictly prohibits any form of retaliation against an employee who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of the policies set forth in this Personnel Handbook.

This policy is designed to ensure that all employees feel comfortable speaking up when they see or suspect illegal or unethical conduct without fear of retaliation. It is also intended to encourage all employees to cooperate with Mesalands in the internal investigation of any matter by providing honest, truthful and complete information without fear of retaliation.

Inquiries regarding equal opportunity policies or the filing of complaints may be directed to: Human Resources Office, Mesalands Community College, 911 South Tenth Street, Tucumcari, NM 88401; (575) 461-4413.

Note: Mesalands makes reasonable accommodations to allow qualified applicants and employees with disabilities equal opportunity for employment and qualified students that have the ability to benefit, equal educational opportunities.

DRUG-FREE CAMPUS

It is Mesalands Community College's policy to provide a safe environment for its employees, students and members of the public. Accordingly, Mesalands adheres to the Drug-Free Workplace Act of 1988, the Omnibus Transportation Act of 1991, and any state or local law regarding the use, sale or possession of alcohol and controlled substances on College property.

Mesalands forbids any employee or student from possessing, using, selling, distributing, or being under the influence of alcohol, drugs, or drug paraphernalia while on College property or while involved in student activities.

TOBACCO-FREE ENVIRONMENT

All of Mesalands Community College's indoor areas are smoke-free and tobacco-free. In support of the New Mexico Clean Indoor Air Act [24-16-1 NMSA 1978], this prohibition against all use of tobacco of any kind is extended to include all campus building facilities (including restrooms, classrooms, work areas, lounges, commons areas, conference rooms, etc.) and all vehicles owned and/or operated by the College. Additionally, smoking is prohibited under the Dee Johnson Clean Indoor Air Act near entrances, windows and ventilation systems of all workplaces and public places.

WEAPON-FREE CAMPUS

Persons in possession of firearms, ammunition, explosives or edged weapons are prohibited from carrying, conveying, or storing such materials on College property or at College functions. The only exceptions to this policy are reserved for law enforcement officers authorized by state law to carry firearms (30-7-2 NMSA 1978) and materials authorized for instructional purposes. Violations of this policy may result in expulsion.

FAMILY EDUCATIONAL RIGHTS/ PRIVACY ACT

It is the College's policy to ensure the right of privacy and access to the student of his or her educational records in accordance with the Family Educational Rights and Privacy

Act (FERPA) of 1974, its amendments and the final rule of the U.S. Department of , Education and Welfare.

FERPA gives students certain rights regarding their records including:

1. The right to inspect information contained in the student's educational records.
2. The right to request correction of records upon proof of error.
3. The right to prevent disclosure of records without consent, with certain exceptions, including directory information, as delineated in the College's complete policy.
4. The right to secure a copy of the College's complete policy (see Office of Enrollment Management).
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the provisions of the Act.
6. The right to have directory information withheld.

RELEASE OF STUDENT INFORMATION

With the exception of "directory information" and other exceptions permitted by the Family Education Rights and Privacy Act (FERPA), no access to a student's or former student's educational records will be granted unless a written authorization form is completed.

Directory information consists of the following:

Name, mailing address, date of birth, major field of study, classification (freshman or sophomore), dates of attendance, honors and degrees awarded, photographic image, e-mail address, and the name of the education agency or college attended immediately prior to enrollment at Mesalands.

Students currently enrolled who wish to deny release of directory information must complete an "Access to Student Records" form in the Office of Enrollment Management. Restriction of directory information will only be honored while the student is currently enrolled at Mesalands. Should a student not maintain continuous enrollment, she/he must complete another form upon readmission.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Mesalands Community College is committed to maintaining a safe, secure environment for working and learning. The Tucumcari Police Department provides law enforcement services for the College campus. This includes 24-hour patrol and dispatch services, as well as emergency access through telephone number 9-1-1. The College complies

with the Campus Security Act and publishes information related to crime and campus security. This information is available to all current students and employees, and to any applicant for enrollment or employment.

STUDENT CODE OF CONDUCT

In an effort to create the best possible learning environment, Mesalands requires students to respect the individual rights of others and to exercise reasonable and responsible judgment while on the campus or while participating in College activities. Certain forms of student conduct which are deemed to be inconsistent with the institution's learning environment and goals are subject to Mesalands standards.

Written policies which have been formulated regarding standards of student conduct, are available in the Student Affairs Office and published in the Student Handbook. It is a condition of enrollment for all students to abide by the policies established by the Mesalands Board of Trustees regarding behavioral standards and the appropriate code of conduct. Failure to comply with these written policies may result in disciplinary suspension or dismissal from the institution.

The College reserves the right to involve law enforcement agencies in any violation of city or county ordinances and state or federal law.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Mesalands Community College disapproves of and will not tolerate discrimination based on race, color, sex, age, religion, national origin, physical disability, mental disability or serious medical condition; and/or the sexual harassment of its employees, students, or visitors. Any student who engages in discrimination or sexual harassment will be subject to discipline, and the appropriate corrective action will be taken to prevent its recurrence. Any incidents of discrimination or sexual harassment by anyone, including non-employees, should immediately be brought to the attention of the Personnel Department.