



**2024-2025
ANNUAL FIRE
SAFETY AND
SECURITY
REPORT**



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ANNUAL FIRE SAFETY AND SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires institutions of higher education to disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was assaulted and murdered in her residence hall room on

April 5, 1986.

The Jacksonville College annual security report is prepared by the Clery/Risk Assessment Committee, a subcommittee of the Campus Safety Committee. The crime statistics within the report are gathered from direct reports of crime to Jacksonville College, outside law enforcement agency statistics for campus geography, from Campus Security Authorities, and other methods of reporting such as anonymous reports. The Clery/Risk Assessment subcommittee collaborates and consults with other college officials regarding campus security procedures and policies that are included within the report.

JACKSONVILLE COLLEGE CLERY CRIME STATISTICS

Criminal Homicide

	Primary Crimes	Year	On Campus	Non-Campus Building or Property	Public Property	Grand Total	Unfounded	On Campus Residential Housing
Criminal Homicide	Muder and Nonnegligent Manslaughter	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0
	Manslaughter by Negligence	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0

Sex Offenses							
Primary Crime	Year	On Campu s	Non-Campus Building or Property	Public Property	Grand Total	Unfounde d	On Campus Residential Housing
Rape	2022	0	0	0	0	0	0
Fondling		0	0	0	0	0	0
Incest		0	0	0	0	0	0
Statutory Rape		0	0	0	0	0	0
Rape	2023	0	0	0	0	0	0
Fondling		0	0	0	0	0	0
Incest		0	0	0	0	0	0
Statutory Rape		0	0	0	0	0	0
Rape	2024	0	0	0	0	0	0
Fondling		0	0	0	0	0	0
Incest		0	0	0	0	0	0
Statutory Rape		0	0	0	0	0	0

Criminal Offenses

	Primary Crimes	Year	On Camp us	Non-Campus Building or Property	Public Property	Grand Total	Unfounded	On Campus Residential Housing
Criminal Offenses	Robbery	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0
	Aggravated Assault	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0
	Burglary	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	5	0	0	5	1	5
	Motor Vehicle Theft	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0
	Arson	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0

VAWA Offenses

	Primary Crimes	Year	On Campus	Non-Campus Building or Property	Public Property	Grand Total	Unfounded	On Campus Residential Housing
VAWA Offenses	Dating Violence	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0
	Domestic Violence	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0
	Stalking	2022	0	0	0	0	0	0
		2023	0	0	0	0	0	0
		2024	0	0	0	0	0	0

Conduct Referral

		ARREST					JUDICIAL REFERRAL			
Other Offenses	Year	On-Campus	Student Housing	Non-Campus Building or Property	Public Property		On-Campus	Student Housing	Non-Campus Building or Property	Public Property
Liquor Law Violations	2022	0	0	0	0		1	1	0	0
	2023	0	0	0	0		1	1	0	0
	2024	0	0	0	0		3	3	0	0
Drug Law Violations	2022	0	0	0	0		1	1	0	0
	2023	0	0	0	0		3	3	0	0
	2024	0	0	0	0		0	0	0	0
Illegal Weapons Possession	2022	0	0	0	0		0	0	0	0
	2023	0	0	0	0		0	0	0	0
	2024	0	0	0	0		0	0	0	0



Non-Discrimination Policy

Jacksonville College's Non-Discrimination Policy is committed to providing a safe and nondiscriminatory learning, living, and working environment for all members of the College community. Jacksonville College does not unlawfully discriminate on the basis of race, color, national or ethnic origin, disability, age, religion, genetic information, veteran or military status, sex, or any other basis on which the College is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other college-administered programs and it does not tolerate unlawful discrimination or harassment on the basis of sex. No person at Jacksonville College will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, sexual harassment, or sexual misconduct under any education program or activity.

In order to fulfill its purpose, the College may legally discriminate on the basis of religion in employment. The College has also been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the College's religious tenets.

The College will comply with:

Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in the College's programs and activities, and Title IX regulations issued in May 2020;

the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA);

Title VII of the Civil Rights Act of 1964;

Chapter 21 of the Texas Labor Code; Chapter 40, Section 819 of the Texas Administrative Code; pertinent provisions of the Texas Education Code, and other applicable law.

As a religiously controlled institution of higher education, JC is also entitled to statutory and constitutional protections for its religious liberty that exempt it from certain provisions of civil rights laws, including but not limited to:

The religious organization exemption under Title VII of the Civil Rights Act of 1964, for additional reference click [here](#).

The religious exemption to Title IX of the Education Amendments of 1972, and

The Free Exercise Clause of the First Amendment to the United States Constitution, among others.

Inquiries about Title IX and the Clery Act may be referred to Jacksonville College's Title IX Coordinator; the United States Department of Education, Clery Act Compliance Division (at clery@ed.gov); the United States Department of Education, Assistant Secretary for Civil Rights at the Office for Civil Rights (at OCR@ed.gov or 800-421- 3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or 800-669- 4000). Concerns related to employment or housing discrimination may also be addressed to the Texas Workforce Commission (at 888-452-2642 or www.twc.state.tx.us/programs/civil-rights-program-overview).

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Emergency and Incident Policy

Policy

The Executive Vice President will confer with the Cabinet concerning the weather situation and make the decision to cancel or delay starting times. Jacksonville College will usually follow Jacksonville ISD. The Director of Systems and Technology will be notified to send out an alert to students. The Executive Vice President will send an additional email alert to employees.

Policy Statement

Jacksonville College (“the College”) may change campus operations due to hazardous weather conditions, natural or manmade emergencies, or other incidents and will disseminate information regarding an official delay or closing of campus operations to faculty, staff, students, contractors, volunteers, and visitors through official College communications.

Reason for the Policy

Jacksonville College Cabinet monitors forecasted inclement weather conditions and other emerging conditions, such as natural and man made emergencies, to determine the impact on campus operations. If conditions require changes in campus operations, such as a delay or closure, senior administration will consult with these officials and notify campus constituents as outlined above and according to policies and protocols. There may be instances where one or more campus locations are restricted to essential personnel but the College operations continue through online mechanisms such as Remote Work or Telework.

Training is conducted by the Campus Safety Committee, the Executive Director of Property, or his delegate at various times throughout the year. For detailed information regarding Jacksonville College’s Emergency Procedures, [click here](#).

In case of an emergency on campus, steps should be taken to respond to the situation by contacting security or College personnel. If unable to contact security or a College employee the student should dial the “911” emergency number through the College’s landline. The person reporting the emergency should then notify the first person who can be reached from the [emergency contact list](#) below. That person will determine if others need to be notified. This is especially critical during non-business hours.

Reporting Crimes, Accidents, or Other Emergencies

Any crime or emergency is to be reported to security immediately. If an accident or the witness of an accident or potentially dangerous situation should immediately report the situation to an employee. It is the policy of Jacksonville College to respond to and investigate each report in a timely manner. If the circumstances warrant, local law enforcement agencies will be informed.

Individuals/Entities Affected by this Policy

Faculty, staff, students, contractors, volunteers, and visitors

Exclusions

Essential Personnel	Paid Caregiver Leave
Related Documents and Forms	Other Documents
College Policies and Documents	Fair Labor Standards Act
Emergency Operations Plan	Texas Payday Law
Family Medical Leave Act (FMLA)	

Definitions

These definitions apply to terms as they are used in this policy.

Campus

Physical locations owned and / or operated by Jacksonville College and where work is performed.

Exempt Employee

Salaried employee, not eligible for overtime pay

Essential Personnel Faculty, staff, contractors, and other individuals who are required to report to their designated work location to ensure the operation of essential functions or departments during an emergency or when the College has suspended operations. The Cabinet may designate individual levels of Essential Personnel dependent on the emergency.

Essential Employee In general, an essential employee during an emergency campus closing is

defined as an employee whose job duties affect the security, safety, or physical operation of the College (including providing services to students). Additional faculty and staff may be instructed to engage in Remote and / or Telework but not have Campus access when Campus locations are restricted to Essential Personnel

Emergency Operations Center (EOC) Team

The EOC Team may be staffed by various administrators on campus. It conducts operations from within an EOC, or virtually, depending on the situation. EOC Team members represent the emergency functions that will need to be accomplished during an emergency and ongoing recovery. Various subject matter experts may be called upon to join the EOC Team as needed prior to, during, and following an incident, to serve specific purposes.

Non-exempt Employee

Hourly paid employee, eligible for overtime pay

Remote Work

Work performed by a faculty or staff member that occurs at a location other than on Campus when the non-Campus location is the Regularly Assigned Place of Employment.

Responsibilities

Cabinet

Monitor weather and forecast information, maintain situational awareness, convene the College's emergency management teams to coordinate a unified response to an emergency or incident, and disseminate Jacksonville Alerts and other emergency notifications to the campus community.

Payroll Office

Dissemination of information regarding special procedures for timecard entries

Deans, Department Heads and Chairs

Designate individual levels of Essential Employee. Communicate with faculty and staff on their designation and responsibilities.

Procedures

Overview

Any hazardous weather conditions, natural or manmade emergencies, or other incidents resulting in a business delay or closure of a campus location is managed in a manner consistent with the College's Emergency Management Plan.

Notification

Notification on the decision to close or delay campus operations and / or to otherwise restrict campus operations in whole or part will be sent to all faculty, staff, and students through official College communication systems including JAGAlert emergency notification system (text message and email), official social media accounts, local media (i.e. television, and radio stations), College websites, and College email distribution systems.

Operations for Employees During Delay or Closure

Some employees, because of the nature of their work, will be required to work while the College is partially or fully closed. These are Emergency Essential employees. Other employees may be permitted or required to Telework or engage in Remote Work in accordance with the corresponding Jacksonville College policies. Department heads are familiar with the commitments and requirements of their areas of responsibility within the College and are uniquely positioned to make the decision as to who needs to work as an essential employee during a closure. Employees should speak to their respective supervisors to determine whether or not they will be required to work while the College Campus is closed or operations otherwise restricted.

Recording work hours during delay, closure, or suspension of campus operations when impact is limited to three (3) or fewer business days:

Employees who are emergency essential and working on campus will continue to comply with standard Jacksonville practices for work and pay. Employees who are engaged in Telework or Remote Work will follow those policies.

Non-exempt (hourly paid) staff employees who are not deemed essential personnel for the particular situation and who are not working will record “miscellaneous” time in the electronic timekeeping system for the hours they would have worked during the official inclement weather delay or campus closure, even if on scheduled leave. Leave accruals will not be charged during these hours. If staff employees are required to work during a delay, closure, or suspension of campus operations employees will receive credit to their leave accrual equal to the number of hours worked during the official delay or closure.

Non-exempt employees will receive normal pay for the hours worked and will record the hours accordingly.

Exempt (monthly paid) employees will report hours worked during the official delay or closure to the department timekeeper for notation and adjustment to the individual’s leave accrual balance.

Recording work hours during delay, closure, or suspension of campus operations when

impact is four (4) or more business days: Jacksonville will notify employees about matters related to recording time not worked during emergencies, campus closures or suspension of campus operations that extend beyond three business days. Employees who are engaged in Telework or Remote Work will follow those procedures.

If a staff employee is not able to come in to work during an inclement weather or incident event, but the College is not officially delayed or closed, he or she should coordinate the delay or absence with their supervisor, recording time missed accordingly.

Any functional area of the College that wants to continue or resume operations contrary to the College's decision must contact the functional area vice president.

Alcohol and Other Drug Policy

Policy Statement

In compliance with the Drug Free Schools and Communities Act of 1986, as amended in 1989, students found in use, possession, and/or distribution of controlled substances or alcohol will be subject to both legal and College disciplinary action. Jacksonville College is an alcohol-free/drug-free campus. The use of intoxicating beverages and drugs (including tobacco) is prohibited in all campus areas.

Reason for the Policy

Jacksonville College believes that the use of alcohol and drugs has a detrimental effect on a person's mental and physical well-being. Failure to comply with the following standards will result in a minimum \$100 fine or up to a \$500 fine and risk suspension or expulsion from Jacksonville College:

Individuals/Entities Affected by this Policy

Faculty, staff, students, contractors, visitors

Documents

[U.S. Controlled Substances Act](#)

[Drug-Free Workplace Act of 1988](#)

[Drug-Free Schools and Communities Act Amendments of 1989](#)

[Drug and Alcohol Abuse Prevention, ECFR](#)

[Confidentiality of Substance Use Disorder Patient Records, ECFR](#)

[Texas Controlled Substances Act](#)

[Texas Dangerous Drug Act](#)

[Texas Penal Code, Intoxication and Alcoholic Beverage Offenses](#)

[Texas Alcoholic Beverage Code](#)

Definitions

These definitions apply to terms as they are used in this policy.

Alcohol Beverage

Alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted

Attempt

With specific intent to commit an offense, a person does an act amounting to more than mere preparation that tends but fails to effect the commission of the prohibited behavior intended.

Controlled Substance

Any substance, drug, adulterant, dilutant, or immediate precursor as defined by federal or state statute or regulation. This includes, but is not limited to, marijuana (THC), cocaine, opiates, hydrocodone, hallucinogens, and amphetamines. This term does not include alcohol.

Controlled Substance Analogue

Any substance or drug which has a chemical structure substantially similar to the chemical structure of a Controlled Substance; or is specifically designed to produce an effect substantially similar to, or greater than, the effect of a Controlled Substance.

Dangerous Drug

A device or drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or a drug that bears or is required to bear the legend: "Caution: federal law prohibits dispensing without prescription" or "Rx only" or another legend that complies with federal law; or "Caution: federal law restricts this drug to use by or on the order of a licensed veterinarian."

Drug Paraphernalia

Equipment, a product, or material that is used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance in violation of law or in injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of law.

College Related activity

Any activity sponsored by the College or by any organization recognized by the College.

Principles

Federal Penalties and Sanctions

21 United States Code 844: Penalties for simple possession 1st conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000, or both. Special sentencing provisions for possession of flunitrazepam (also known as Rohypnol or “roofies”): Imprisoned for not more than 3 years and/or fined.

21 United States Code 846: Attempt and conspiracy Same penalties as those prescribed for possession, use, distribution, manufacture.

21 United States Code 853(a)(2) and 881(a)(7): Forfeiture of personal and real property used to possess or to facilitate possession of a Controlled Substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

21 United States Code 859: Distribution to persons under age 21: First offense: Twice the maximum punishment authorized under section 841, not less than one year. Second offense: Three times the maximum punishment authorized, and not less than one year.

21 United States Code 881(a)(4): Forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport, sell, receive, possess, or conceal a Controlled Substance.

21 United States Code 922(g): Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies. Punishments are significantly accelerated for manufacture, and distribution to minors.

State Penalties and Sanctions

Texas Penal Code Sec. 49.02: Being intoxicated in public such that one is a danger to oneself or others is a Class C misdemeanor, punishable by a fine of up to \$500.

Texas Alcoholic Beverage Code Sec. 1.05, 101.31: It is illegal to possess or distribute alcoholic beverages in a dry area. Violation of this law is a Class B misdemeanor and carries a penalty of not less than \$100 and up to \$2,000 and/or up to one year in county jail, or both.

Texas Alcoholic Beverage Code Sec. 106.02, 106.04-106.05, 106.071: The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age subjects that person to a fine of up to \$500 for the first offense and at least \$250 up to \$2,000 for the second offense and/or 180 days confinement. Texas Alcoholic Beverage Code Sec. 106.06: Furnishing alcoholic beverages to a minor is a Class A misdemeanor and punishable by a fine of up to \$4,000 and/or up to one year in jail, or both.

Texas Education Code Sec. 37.122: The possession of an intoxicating beverage on the grounds of any public school (including stadium) is a Class C misdemeanor and carries a penalty of up to \$500. Texas Penal Code Sec. 49.04: Driving under the influence of alcohol is a Class B misdemeanor and punishable by a minimum jail time of 72 hours and/or up to 180 days in jail for the first offense and up to a \$2,000 fine or both. For subsequent offenses, the minimum jail time is six days and/or up to 180 days in jail and up to a \$2,000 fine or both. If found with an open container in the person's immediate possession, the offense is a Class B misdemeanor with a minimum jail time of six days. If an analysis of a specimen of the person's blood, breath, or urine showed an alcohol concentration level of 0.15 or more at the time the analysis was performed, the offense is a Class A misdemeanor, punishable by a fine of up to \$4,000 and/or up to one year in jail, or both.

Texas Alcoholic Beverage Code Sec. 106.07: A person under 21 years of age who misrepresents his or her age for the purpose of purchasing alcoholic beverages commits a Class C misdemeanor and may be punished by a fine of up to \$500. Punishment is accelerated if there are prior convictions.

Texas Health and Safety Code Sec. 481.102-106, 481.115-118: The illegal distribution, possession, or use of Controlled Substances may be punished by 5 years to life in prison and up to a \$250,000 fine.

Texas Health and Safety Code Sec. 481.112-120: The delivery or possession of Controlled Substances with the intent to manufacture Controlled Substances is punishable by a jail term of 10 years to life and up to a \$250,000 fine.

Texas Health and Safety Code Sec. 481.122: The distribution of marijuana to a minor is punishable by 2 to 20 years in prison and/or up to a \$10,000 fine.

Texas Health and Safety Code Sec. 483.041: A person who possesses a Dangerous Drug for the purpose of selling the drug commits a Class A misdemeanor.

Texas Health and Safety Code Sec. 483.042-043: The manufacture of a Dangerous Drug by a person not authorized by law to manufacture the drug, delivery or, offer of delivery of a Dangerous Drug is punishable by a state jail felony.

Texas Health and Safety Code Sec. 483.045: A person who forges or alters a prescription of Dangerous Drugs commits a Class B misdemeanor unless it is shown at trial of the defendant that the defendant has previously been convicted of an offense, in which event the offense is a Class A misdemeanor.

Jacksonville College Penalties and Sanctions

View the Full Policy and procedures for Student Code of Conduct violations, including those related to Alcohol and Other Drugs by clicking the link [HERE](#).

Health Risks Associated with Drug or Alcohol Use

1. Drugs

Narcotics including opioids such as hydrocodone, oxycodone, heroin, and fentanyl can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and benzodiazepines (Xanax, etc.) can cause slurred speech, disorientation, and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as amphetamines, methylphenidate, and cocaine (or its derivative, crack cocaine) can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, anxiety, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and/or disorientation.

Hallucinogens such as LSD, mushrooms or psilocybin, and club or “designer drugs” cause illusions and hallucinations and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana, THC infused edibles, and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, difficulty with attention, cannabinoid hyperemesis syndrome, and decreased appetite.

2. Alcohol

Alcohol consumption may cause a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Very high doses cause respiratory depression and death. If combined with other

depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence.

Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, convulsions, or potentially delirium tremens. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk.

Counseling and Treatment Resources

The following services are available through Jacksonville College Office of Student Wellness

Referral to outside counseling services

Local information for support groups

Missing Person Policy

Policy Statement

This policy is intended to delineate the responsibilities of individual Jacksonville College

("Jacksonville College", "JC", or the "College") employees and certain JC departments when a missing person is reported.

Reason for the Policy

The objective of this policy is to provide guidance to faculty and staff when they are

notified or otherwise become aware that a Jacksonville College community member or guest is reported as missing from any Jacksonville College campus or Jacksonville College sponsored domestic or international trips or programs. The procedures within this policy also ensures compliance with Clery Act requirements on students reported missing from the residence halls as promulgated in [34 CFR § 668.46 \(b\) \(14\)](#).

Individuals/Entities Affected by this Policy

This policy applies to all Jacksonville College community members.

Exclusions

NONE

Related Documents and Forms

The Handbook for Campus Safety and Security Reporting 2016 Edition

34 CFR § 668.46 (b) (14)

Definitions

These definitions apply to terms as they are used in this policy.

Jacksonville College Property

Buildings, grounds, and land that are owned by Jacksonville College or controlled by Jacksonville College via leases or other formal contractual arrangements to house ongoing Jacksonville College operations.

Requirements

Requirements promulgated in 34 CFR § 668.46 (b) (14)

Missing Child – From Texas Code of Criminal Procedure Article 63.001

"Missing child" means a child whose whereabouts are unknown to the child's legal custodian, the circumstances of whose absence indicate that:

the child did not voluntarily leave the care and control of the custodian, and the taking of the child was not authorized by law;

the child voluntarily left the care and control of the custodian without the custodian's consent and without intent to return;

the child was taken or retained in violation of the terms of a court order for possession of or access to the child; or

the child was taken or retained without the permission of the custodian and with the effect of depriving the custodian of possession of or access to the child unless the taking or retention of the child was prompted by the commission or attempted commission of family violence, as defined by Section 71.004, Family Code, against the child or the actor.

Missing Person - From Texas Code of Criminal Procedure Article 63.001

A person 18 years of age or older whose disappearance is possibly not voluntary, and the missing

adult is in imminent danger of bodily injury or death or is under a proven physical or mental disability or is senile and is subject to immediate danger.

Missing Person or Missing Child - From Texas Code of Criminal Procedure Article 63.001

"Missing child" or "missing person" also includes a person of any age who is missing and:

is under proven physical or mental disability or is senile, and because of one or more of these conditions is subject to immediate danger or is a danger to others;

is in the company of another person or is in a situation the circumstances of which indicate that the missing child's or missing person's safety is in doubt; or

is unemancipated as defined by the law of this state.

Residential Student, Resident

A student who lives in Jacksonville College on-campus housing. This definition is for Clery requirements only.

Responsibilities

Executive Director of Property

Leads and manages the Campus Safety Committee, Risk Management and Clery Committee and Security, Emergency Management, Fire Safety, and Parking and Transportation Services.

Director of Residential Services

Ensures on-campus housing and Residential Services compliance with Jacksonville College policy and Clery Act requirements for students reported missing from Campus Housing

Campus Safety

Ensures the safety of the students, faculty, staff, administration, as well as the properties of Jacksonville College.

Missing Persons Reporting Requirements

Principles

Students, Faculty, or Staff Reported Missing on Domestic or International Jacksonville College Sponsored Trips In accordance with the missing person's policy, Jacksonville College will respond to all reports of missing international travelers, students, faculty, and staff who are enrolled in or take part in Jacksonville College sponsored travel or programs.

Clery Act Compliance

Notification Requirements for Missing Students from Campus Housing

The procedures promulgated in this policy provide guidance to individuals and departments to ensure compliance with the Clery Act requirements related to a residential student who is reported missing.

Texas Missing Children or Adults

In addition to Clery requirements, Jacksonville Police Department (JPD) will respond to and investigate all reports of missing persons from Jacksonville College Property. JPD will comply with all State of Texas reporting requirements for missing persons who have been reported as gone missing from Jacksonville College Property. This includes any Jacksonville College student, faculty, staff, contractor or visitor who went missing from Jacksonville College Property.

Procedures

Clery Act Compliance Procedures for Missing Students from Campus Housing

Notification requirements to the residential student:

Residential Services will provide notice to each residential student concerning the Clery missing residential student guidelines within the On-Campus Housing Handbook. The notice will include information that the student has the option to identify an individual, other than their parent or guardian, to be contacted by the institution, no later than 24 hours after the time that the student is determined missing, in accordance with official notification procedures established by the institution.

The notice must advise each student who is under 18 years of age, and not an emancipated individual, that the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing in accordance with this policy.

The notice must advise the student that Jacksonville College will notify the appropriate local law enforcement agency (normally the Jacksonville Police Department) no later than 24 hours after the time the student is determined missing in accordance with this policy.

The notice must advise the student that their contact information will be registered confidentially, this information will be accessible only to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

The notice must advise the student that when Jacksonville College has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, Jacksonville College will initiate the emergency contact procedures in accordance with

the student's designation.

Jacksonville College Notification Procedures for Missing Residential Students:

When a student is reported missing to Residential Services staff, they will conduct a preliminary inquiry unless the fact scenario warrants immediate contacting JPD.

The RS preliminary inquiry will include:

- a preliminary check at the room;
- an attempt to contact the student by phone; and
- contacting the missing student's roommates and the Resident Assistant

If there is no information gleaned from the initial inquiry, Residential Services will notify security if the student is still missing 24 hours after the initial notification.

After security is notified, the investigation may be turned over to security.

If the inquiry at any point indicates that the student is missing and there are safety concerns involved, the college may call JPD.

Once JPD is contacted and begins an investigation, the investigation may be turned over to JPD will begin an investigation.

If the investigation determines the missing student has been missing for more than 24 hours or at the point it is determined that the student is indeed missing and in danger, JC will initiate the following:

- contact the individual identified by the missing student as their contact person;
- if the missing student is under 18 years of age, and not an emancipated individual, Residential Services will immediately contact the custodial parent or legal guardian of such student, contact the Executive Director of Property Who will then;

Notify the law enforcement agencies with jurisdiction.

Other Jacksonville College faculty and staff who receive a report of a missing residential student must immediately contact security.

Missing Persons Reporting Requirements

Unless the report indicates the student is in imminent danger, security will contact Residential Services and ask them to conduct their initial inquiry.

Missing Children

When any faculty, staff, student, or contractor is notified of a missing child from

Jacksonville College Property, they must immediately contact security to report the missing child.

Security will immediately contact the Jacksonville Police Department.

The Jacksonville Police Department will immediately initiate an investigation and fulfill all requirements of Chapter 63 of the Texas Code of Criminal Procedure and Government Code, Chapter 411.

Security will contact the Executive Director of Property, who will, in turn, make the appropriate notifications to College leadership.

Missing Adults

When any adult faculty, staff, student, contractor, or visitor goes missing from Jacksonville College Property, security must be contacted immediately.

The Jacksonville Police Department will immediately be contacted.

The Jacksonville Police Department will initiate an investigation and fulfill all requirements of Chapter 63 of the Texas Code of Criminal Procedure and Government Code, Chapter 411

Security will contact the Executive Director of Property, who will, in turn, make the appropriate notifications to College leadership.

If the person did not go missing from Jacksonville College Property, Jacksonville College will make the appropriate referral to the law enforcement agency

Access Control Policy

Policy Statement

Jacksonville College provides access to facilities and other buildings to students, faculty, staff, and other authorized individuals. Access to College facilities and building control are vital to creating a safe and secure learning environment that assists in carrying the mission of Jacksonville College.

Property

Buildings, grounds, and land that are owned by Jacksonville College or controlled by Jacksonville College via leases or other formal contractual arrangements to house ongoing Jacksonville College operations.

Academic, Administrative, and Student Services Related Building Access:

Academic, administrative, and other instructional related buildings should be accessible to all College constituents during regularly scheduled academic instruction days and

College scheduled workdays.

Building exterior doors shall be unlocked starting at 7:30 a.m. to allow access to the building. At 5:30 p.m. all exterior doors shall be locked. The number of unsecured exterior perimeter doors shall be kept to a minimum. Main entry doors shall be utilized as the primary entry point to buildings.

During Summer sessions, operating hours may be shortened. Those hours will be posted at the Norman building.

Exterior door schedules, through coordination with the Executive Director of Property, will accommodate after-hours and weekend academic class schedules, as requested by instruction.

Academic, administrative, and instructional-related building doors may allow access to secured perimeter exterior doors through the presentation of an authorized Jacksonville College ID card.

After-hours access may be granted by utilizing an authorized Jacksonville College ID card.

Residential halls with proximity controls shall be secured 24 hours per day. Card access should be granted at designated entrances of each residence hall. There is no unauthorized access to residence halls.

Classroom, Lab, and Other Areas of Instruction:

Instructors may require the initial and/or ongoing presentation of Jacksonville College ID cards according to his or her own classroom management preferences, as indicated on the first day of classes.

Study Labs, Library, and Student Activities:

The presentation of Jacksonville College ID is required upon entrance, and may be required on an ongoing basis as requested or to gain additional access (computer access, tutoring, etc.). Jacksonville College ID cards are available at the completion of the registration process for those students who are attending in-person classes, and at specified times during the school year by visiting the Newburn Building.

Prohibited Activities:

Prohibited activities include, but are not limited to:

Propping open of any doors equipped with card access controls, automatically locking doors, normally locked doors, doors with local exit alarms, and any building exterior perimeter door;

Disabling automatic door closers, locking door hardware, or exit devices;

Disabling any security or access device, including local exit alarms;

Obstructing stairways, building exits, hallways, and doorways;

Locking emergency exit doors in the path of free egress travel;

Unauthorized installation of locks, security equipment, or any other security devices;

Unauthorized accumulation or duplication of keys or Jacksonville College ID cards;

Unauthorized entry into mechanical, electrical, maintenance, or ITS closets;

Sharing of Jacksonville College ID cards or keys. Using a Jacksonville College ID card or key that is not your own or allowing others to use your Jacksonville College ID card or key;

Purposefully allowing others to follow you into a secured space without requiring them to use their Jacksonville College ID card (tailgating);

Leaving exterior windows open and/or unsecured when the room is unattended.

Failure to present a Jacksonville College ID upon request from administration, faculty or staff.

Giving your personal PIN code to access any residence on campus.

Closed Campus/Campus Quiet and Safe Hours

The campus of Jacksonville College is a “closed campus” between the hours of 12:00 midnight and 6:00 a.m. each day, and in accordance with local City of Jacksonville code, noise must be kept at a minimum starting at 10:00 p.m.. This means that the campus must be clear of and undistruptive between these hours. Activity outside the resident facilities, in the parking lots, or anywhere on campus must cease during these hours. This applies to both resident students and commuters. Flagrant violations will result in community service or assessed fines.

Security is instructed to maintain a quiet atmosphere at 10:00 p.m., and at 12:00 a.m. a “closed campus” atmosphere during these hours. Failure to comply with this request will place the students’ personal security at risk. This is not an attempt to restrict student freedom but to maintain student safety.

Students are also required to have their student IDs on, or with them at all times to promote campus safety. See [Student ID Cards](#) for further details.

Campus Carry/Weapon Policy

Policy Statement

The use or possession of firearms, explosives, fireworks, ammunition, or any kind of weapon on campus, including toy weapons, is prohibited (an object may be defined as a weapon through design, actual use, or intended use, including toys or replicas of the same kind). Students may carry or possess a knife, such as a pocket knife, as long as the blade is not more than 2 1/2 inches long, it does not open automatically, and has only one sharp edge. For more detailed information see the [Campus Residential Services Handbook](#). Jacksonville College chooses to OPT OUT of Campus Carry. Those who hold permits may still store weapons in their vehicles out of sight and locked up (SB 1907. Z9/01/2013).

Principles

In the event of an incident or active shooter situation on the campus, Jacksonville College will respond with all of our available resources until the police arrive. The fewer persons in everyday dress with firearms, the easier it will be for law enforcement to identify the actor.

It is the responsibility of approved concealed carry license holders to carry their handguns on or about their person while on campus. "About" the person means that a license holder may carry a holstered handgun in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. The holster must completely cover the trigger area and have enough tension to keep the gun in place if jostled. A license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.

Weapons are prohibited in the residences. Furthermore, explosives, including ammunition and fireworks, are not permitted on campus, including the student mail area.

Procedures

Students

Possession or use of weapons (further defined below in section- Residence Halls) will result in administrative and/or disciplinary action. The use or possession of firearms, explosives, fireworks, ammunition, or any kind of weapon on campus, including toy weapons, is prohibited (an object may be defined as a weapon through design, actual use, or intended use, including toys or replicas of the same kind). Students may carry or possess a knife, such as a pocket knife, as long as the blade is not more than 2 1/2 inches long, it does not open automatically, and has only one sharp edge. Kitchen knives are not permitted outside of kitchen areas in residence halls.

Residence Halls

Residential Services staff will monitor each resident's assigned space for the possession of prohibited items, weapons and other conditions which could result in harm to people or properties. Staff will promptly confiscate any item which could be considered a weapon, including but not limited to:

Air rifles

BB guns
Paintball guns
Dart guns
Blow guns
All gun accessories and components (shell casings, bullets, scopes)
Non-kitchen knives (kitchen knives need to be less than 5 ½ inches)
Steel-tipped darts
Nerf guns
Pellet pistols
Pepper spray
Bows and arrows
Shot guns
Sling shots
Stun guns
Swords
Water balloon catapults or launchers

During the mandatory housing meeting, the resident will receive training regarding the campus weapons policy which is conducted by Residential Services staff in collaboration with campus partners.

Employees

Certain employees are allowed to carry/possess concealed handguns on campus subject to the following:

Must complete or possess a Texas Handgun License which requires the licensee to:

- Successfully complete 4-6 hours of classroom training
- Pass the written proficiency exam
- Pass the firearm proficiency exam

Must submit an Application to Carry Concealed Handgun on JC Campus and provide a copy of current CHL license.

Must receive an approved application to carry concealed on campus by the Cabinet.

It is the responsibility of approved concealed carry license holders to carry their handguns on or about their person while on campus. “About” the person means that a license holder may carry a holstered handgun in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. The holster must completely cover the trigger area and have enough tension to keep the gun in place if jostled. A license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.

Fire Safety Policy

If a fire occurs in a Jacksonville College building, community members should immediately dial 911 and notify security. If security is contacted first, security will initiate the call to the appropriate emergency services. If members of the campus community discover evidence that a fire has occurred and has been extinguished but are not sure whether security has been notified, they should notify security so an investigation can be conducted.

The fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. They should use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for the safety of all involved. Occupants should use the stairs to evacuate the buildings. Jacksonville College publishes its annual fire and safety report as part of its annual Clery Act Compliance document, which contains information with respect to the fire safety practices and standards for Jacksonville College.

Fire Protection Equipment/Systems

The majority of the campus buildings are equipped with fire detection and/or suppression systems. Reference the following pages in regards to fire safety amenities for the detection system and notification systems in the JC residential facilities.

Health and Safety Inspections

Fire safety and detection systems are monitored by Jacksonville College. Additionally, the buildings on campus meet the requirements of local codes and are periodically inspected by the offices of the Fire Marshall.

Residential facilities on campus are also inspected on an ongoing basis by the office of Residential Services, in conjunction with the office of the Executive Director of Property. Inspections are conducted a minimum of five times per calendar year, twice during the fall and spring semesters and once during the summer. These health and safety inspections are designed primarily to find and

eliminate safety violations.

Students living in residential facilities are apprised of the safety rules during housing orientation and are required to read the housing rules which include health and safety rules and regulations. The inspections include but are not limited to a visual inspection of electrical systems, smoke detection and carbon monoxide detection systems, fire extinguishers, and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated.

Fire Safety Tips and Procedures

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.

Sprinklers are 98% effective in preventing the spread of fire when operating properly. RESIDENTS SHALL NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of Residential Services Room Standards as well as a Fire Safety Violation.

Almost 75% of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED.

To enhance fire safety in residence halls, the possession and/or use of appliances that contain heating elements (examples include space heaters, hot plates, etc.) and/or any open flame such as candles are NOT PERMITTED in any building or on campus properties. .

To further educate residents on fire safety, biennial mandatory housing meetings are held that include information and education on fire safety, review of fire safety related policies and fire safety related prohibitions, building evacuation and other critical topics. These meetings are conducted at the beginning of the Fall and Spring semesters.

Fire drills are conducted in each residence at least once during the Fall and Spring semesters. Students are required to participate and follow necessary administrative directives.

Special Considerations for the Residence Halls:

For additional information regarding fire safety in the resident halls, please see the [Fire Safety Regulations Handbook](#) specifically designed for students residing in on-campus housing facilities.

Clery Act Policy

Policy Statement

Jacksonville College is committed to providing students, employees and visitors with a reasonably safe and secure environment. Compliance with the Clery Act is one way the College demonstrates its commitment to campus safety and security.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) is a federal law that requires Jacksonville College to disclose to the campus community information about certain crimes that occur on and near the campus, and other information about campus safety and security policies and procedures. This policy provides guidance to maximize Jacksonville’s efforts in complying with the Clery Act. In instances that Jacksonville College must deviate from this policy to satisfy new guidance, it will issue an Interim Policy under the College’s Policy on Policies.

Reason for the Policy

This policy outlines Jacksonville College policies, procedures, and responsibilities for complying with the Clery Act. It also establishes requirements and expectations regarding crime reporting as well as the development, documentation, and enforcement of certain campus safety and security policies, procedures, and practices required by the Clery Act, and information related to the fire safety provisions outlined in 34 CFR Part 668.49.

Individuals/Entities Affected by this Policy

All members of the Jacksonville College community are affected by this policy including Faculty, Staff, Students, Contractors, and Volunteers.

Exclusions

Under the Clery Act, employees who are Campus Security Authorities must report any reportable crimes to the College. Certain employees are specifically excluded from being a Campus Security Authority:

any employee who is a licensed medical, clinical, or mental-health professional

(e.g., physicians, nurses, physician's assistants, psychologists, psychiatrists, professional counselors, and social workers, and those performing services under their supervision), while acting in that professional role in the provision of services to a patient;

any employee providing administrative, operational, and/or related support for such health care providers in their performance of such services; and

the College Chaplain while acting within a ministerial or pastoral role in the provision of services to a student, faculty or staff member.

As a matter of policy, the College encourages pastoral and professional counselors to inform the persons they are counseling on procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Responsible Employees

Except for Confidential Resources, all College employees are designated Responsible Employees and mandatory reporters of potential Title IX violations. Responsible Employees include all staff (hourly and salary), faculty, instructors, and teaching assistants. Responsible Employees must report immediately any information about suspected prohibited conduct or violations of the Title IX policy. Reports must include any known details such as identities of the parties and the date, time, and location of the incident.

Definitions

Annual Fire Safety & Security Report (AFSSR)

A public annual fire safety and security report disseminated by October 1st each year in compliance with the Clery Act. This report includes campus crime statistics for the preceding three calendar years for all Clery reportable geographical locations. Also included are policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, fire safety information and the prevention of/response to sexual assault, domestic or dating violence and stalking.

Campus Security Authority (CSA)

Individuals at Jacksonville who, because of their function, have an obligation under the Clery Act to notify the College of alleged Clery Crimes that are reported to them, or alleged Clery Crimes that they personally witness. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are required by federal law to report crime when it has been observed by or reported to them by another individual. These individuals typically fall under one of the following categories:

A member of a security department;

Individuals having responsibility for campus security in some capacity, but are not members of a security department (e.g., an individual who is responsible for monitoring the entrance to College property);

People or offices that are not members of a security department, but where policy directs individuals to report criminal offenses to them or their office; or

Officials having significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. Jacksonville College determines CSAs using the criteria established in the United States Department of Education's The Handbook for Campus Safety and Security Reporting (<http://www2.ed.gov/admins/lead/safety/handbook.pdf>), (2016 Edition).

Examples of CSAs include, but are not limited to the following:

Security Personnel

Athletic Directors

Athletic Coaches

Faculty Advisors to Student Organizations

Housing & Residential Services Staff

Title IX Coordinators

Clery Act Crimes (Clery Crimes)

Crimes required by the Clery Act to be reported annually to the Jacksonville community, including:

Criminal Homicide:

Murder and Non-Negligent Manslaughter: the willful (nonnegligent) killing of one human being by another.

Manslaughter by Negligence: the killing of another person through gross negligence.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. The four types of sexual assault counted for Clery Act purposes include rape, fondling, statutory rape, and incest. Attempted sexual assaults that are reported to CSAs are counted.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another person for the

purpose of inflicting severe or aggravated bodily injury.

Burglary; The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.

Arson; Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

Hate Crimes: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim based on one or more of eight specified categories of bias (including, in addition to the seven offenses listed above, any of the following, if motivated by such bias):

Larceny-theft,

Simple Assault,

Intimidation,

Destruction/Damage/Vandalism of Property

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Arrests and Referrals for Disciplinary Action related to:

Liquor Law Violations,

Drug Abuse Violations,

Illegal Weapons Possession, Carrying, etc.

Clery Geography

Property owned, leased, or controlled by the institution which includes:

On Campus: areas reasonably contiguous to the College used in direct support of, or in a manner related to, the College's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the College that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus: areas used in direct support of, or in relation to, the College's educational purposes, is frequently used by students but is not reasonably contiguous to the College

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Confidential Resource

Any employee who is a licensed medical, clinical, or mental-health professional (e.g., physicians, nurses, physician's assistants, psychologists, psychiatrists, professional counselors, and social workers, and those performing services under their supervision), when acting in that professional role in the provision of services to a patient; and any employee providing administrative, operational, and/or related support for such health care providers in their performance of such services.

Daily Crime and Fire Log

A log that records any alleged or confirmed criminal incidents reported to the Jacksonville College Policy Department that were reported to have occurred within the College's Clery Geography. Additionally, any fire incidents reported to a Jacksonville Official which have occurred within Clery Geography are also logged. This log is maintained by the Office of the Executive Director of Property and is used as a tool to keep the College community informed.

Disciplinary Referral

The referral of any person to any official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction. For Clery reporting purposes, statistics will be reported for liquor law, drug abuse and illegal weapons possessions violations.

Prospective Employee

An individual who has contacted the College requesting information concerning employment with that institution.

Prospective Student

An individual who has contacted the College requesting information concerning admission to that institution.

Timely Warning

Institutions are required to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes.

Responsibilities

Academic Affairs

Provides curricular and co-curricular travel documentation to the Clery Compliance Office for assessment of Clery Act Non-Campus property reporting obligations.

Notifies and collaborates with the Clery Compliance Office for logistical purposes prior to bringing any new programs or properties on line for Jacksonville College.

Admissions

Notifies and provides the on-line location of the AFSSR and a brief description of the report to prospective and current students; and

Provides a paper copy of the AFSSR upon request to prospective and current students.

Athletics

Reports all alleged or confirmed crimes immediately for a Timely Warning consideration.

Provides necessary information and updates regarding policies, training, or related material that may affect Clery processes or the contents of the AFSSR.

Provides travel documentation to the Clery Compliance Office for assessment of Clery Act Non-Campus property reporting obligations.

Provides all student athlete misconduct data monthly to the Clery Compliance Office for reconciliation.

Jacksonville College Office of the Executive Director of Property

Conducts quality investigations and writes quality reports to assist in Clery crime statistic data analysis.

Provides continued crime prevention education programs to the community and keeps the Campus Community informed of the types and frequency of programs.

Ensures that all daily crime and fire log information for Jacksonville College Clery geography and extended patrol response areas are entered and disseminated within the appropriate time frame.

Assesses and documents all Clery crimes and collaborates with campus partners for timely notification of information to the community. (Timely Warnings, Emergency Notifications, Safety Notifications).

Conducts an annual emergency alert exercise and tests the emergency alert system in conjunction with the exercise.

Assists in obtaining crime statistics from local law enforcement with jurisdiction over Jacksonville College Clery geography.

Provides consistent and timely communication to the Clery Compliance Office on information about Clery crimes or other information as required by this Policy.

Provides necessary information and updates regarding policies or related material that may affect Clery processes or the contents of the AFSSR.

Investigates all reports of missing students by notifying and cooperating with other law enforcement agencies, as necessary.

Provides copies of the AFSSR to the public upon request.

Campus Security Authorities

Understand their specific responsibilities under the Clery Act related to incidents reported to them.

Take part in Clery Act and CSA training, as required by this policy.

Report all crimes immediately using the [online tool](#).

Clery Compliance/Risk Management Committee

The Clery Compliance/Risk Management Committee is comprised of the following members:

Executive Director of Property

Residential Services

Title IX Office

Athletics

Human Resources

Academic Affairs

Marketing and Communications

The Clery Compliance/Risk Management Committee has the following responsibilities:

Supports Jacksonville College administration by ensuring that CSAs under their purview disclose reported crimes in a timely manner, and by counting and classifying crimes that are reported within their functional areas.

Assists in developing, writing, reviewing and ensuring the accuracy of the ASR and campus policies required to be included in the ASR,

Assists in the proper identification of relevant Clery Act geography,

Assists in programming, developing, and providing training and outreach efforts on the campus for compliance, and assists in overall compliance with the Clery Act and applicable Texas statutes.

Meets quarterly, although monthly meetings may be required during certain times of the year.

Submits quarterly reports to the Executive Director of Property for presentation to the cabinet. At a minimum, these reports outline:

- Status of on-going Clery compliance activities

- List of future Clery compliance activities

- Explanation of any challenges faced since the last reporting period.

Additionally, the committee works together to:

- Monitor the College's compliance with the Clery Act through on-going self-assessment and periodic audits performed by Jacksonville's Office of Internal Audit.

- Update this policy in response to changes in regulatory guidance, contemporary standards, or evolving best practices.

- Coordinate with College partners, i.e., Real Estate, Facilities, etc. to ensure Jacksonville's Clery Geography is current; annually review all Clery Geography in conjunction with the Clery Compliance Committee.

- Establish procedures for processing instances of short-stay away trips in order to identify and train CSAs who are included during the trip.

- Identify, notify, and certify all Jacksonville CSAs and maintain a current list of those formally designated.

- Develop and maintain infrastructure and procedures for CSA crime reporting.

- Request in writing, at least annually, crime statistics from local law enforcement with

jurisdiction over Jacksonville's Clery Geography.

Maintain, produce, and publish the AFSSR and disclose fire and crime statistics.

Maintain and publish College policies and procedures addressing campus security and safety in coordination with applicable College partners.

Submit required crime and fire statistics to the U.S. Department of Education.

Human Resources

Report all crimes immediately using the [online tool](#) for a Timely Warning and/or Emergency Notification determination.

Notify and provide to prospective employees the online location of the AFSSR and brief description about the report.

Provide a paper copy of the AFSSR upon request

Provide all employment matters conduct data monthly to the Clery Compliance Office for reconciliation Student Life (Campus Living & Learning, Student Conduct Administration, and other units)

Report all crimes immediately using the [online tool](#) and the Clery Compliance Office for a Timely Warning and/or Emergency Notification consideration.

Provides all student conduct referral data monthly to the Clery Compliance Office.

Provides the Clery Compliance Office with a list of advisors to College recognized groups, clubs and organizations; ensuring each of these advisors has completed Campus Security Authority training.

Title IX Coordinator

Reports all crimes immediately using the [online tool](#) and the Clery Compliance/Risk Management Committee for a Timely Warning and/or Emergency Notification consideration.

Provides all Title IX case data monthly to the Clery Compliance/Risk Management Committee for reconciliation.

Principles

The Clery Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. This Act requires Jacksonville College to report specified crime statistics on and near the campus and to provide other safety and crime information to the campus community. Interpretation of the Clery Act is regularly refined by U.S. Department of Education guidance. This policy provides guidance to

maximize Jacksonville's efforts in complying with the Act. In instances that Jacksonville College must deviate from this policy to satisfy new guidance, an interim policy can

Institutional Requirements for the Clery Act.

General Expectations on Reporting

General Reporting Overview

Even though CSAs have an obligation to report all alleged or confirmed criminal activity, all members of the Jacksonville College community are encouraged to accurately and promptly report all criminal or suspicious activity and any potential emergencies to the Jacksonville College Policy Department or appropriate law enforcement agency.

In addition to reporting criminal activity and emergencies, all members of the College community are strongly encouraged to report wrongdoing and unethical behavior to the College. The College commits to protecting individuals who make a protected disclosure from retaliation.

All members of the College community are also expected to promptly report unsafe conditions and incidents which result in an injury or property damage. Members of the College community can make these reports by completing the College's Incident Report Form.

Confidentiality and Victim Privacy

Any victims or witnesses to a crime, including victims of a crime who elect not to or are unable to make a formal complaint or do not wish to pursue action within the College or criminal justice system, are encouraged to report crimes on a voluntary, confidential basis using the online tool. This provides a confidential report providing details of the incident without revealing the identity of a victim or witness to the extent allowed by federal or state law. The purpose of the confidential report is to keep the reporter's personally identifying information confidential while taking steps to ensure the reporter's safety and the safety of others. Reports filed in this manner are counted and disclosed in the College's Annual Security and Fire Safety Report.

Jacksonville College recognizes the sensitive nature of crimes, especially those that involve sexual and gender-based incidents. The College is required and committed to protecting the privacy of any individual who reports these incidents. As such, Jacksonville does not publish the name of crime victims or other identifiable information regarding victims in its publicly available Daily Crime Log, Timely Warnings, or Emergency Notifications.

Jacksonville also understands that in some cases, it may need to disclose information about a victim to a third party to provide necessary accommodations or protective measures. In these cases, Jacksonville College will determine what information about a victim should be disclosed and to whom it will disclose this information. The College will consider as appropriate the wishes of the complainant and respondent, and its obligations to fully respond to reported incidents.

Publish an Annual Fire Safety & Security Report

By October 1st of each year, the Clery Compliance/Risk Management Committee, in collaboration with several other College partners publishes the Jacksonville College AFSSR. The AFSSR includes three calendar years of Clery Act crime and fire statistics, and related security policies and procedures.

HEA fire safety requirements

While not part of the Clery Act, the Higher Education Act (HEA) (codified at 34 CFR, Part 668.49) requires institutions that maintain on-campus student housing facilities to comply with HEA fire safety requirements. These include:

Describing each on-campus student housing facility fire safety system in an annual report.

Disclosing the Number of Fire Drills Held During the Previous Calendar Year

Disclosing Jacksonville College Policies on Portable Electrical Appliances, Smoking, and Open Flames in Student Housing

Disclosing Procedures for Evacuating Student Housing in the Event of a Fire

Maintaining a log of all reported fires that occur in those on-campus student housing facilities;

Submitting the fire statistics from the fire safety report annually to the U.S. Department of Education [Jacksonville College's Annual Fire Safety and Security Statistics can be found here.](#)

Procedures

Clery Compliance/Risk Assessment Committee and other Jacksonville College partners review and actively share information throughout the year to ensure the most recent processes, procedures and policies are reflected in the current AFSSR prior to publication on October 1 of each year. The Clery Compliance Office assigns timelines to ensure Jacksonville publishes the report by the required deadline of October 1 of each year. Jacksonville provides the AFSSR to all faculty, staff, and students by posting the Report on the Jacksonville College web site and notifying the campus community it has published the Report. The College also notifies prospective students and employees of the availability of AFSSR via notices posted throughout campus and on various web based channels. This notice includes instructions on how to access the report and request a paper copy. Jacksonville Information Technology Services (ITS) may identify any students and employees who may not have access to email; therefore, may not receive the notice of availability. If ITS identifies individuals without access to Jacksonville.edu emails, the Clery Compliance/Risk Assessment Committee identifies and executes an alternative method of reaching these campus community members.

Identify, Notify, and Train Campus Security Authorities (CSAs)

Jacksonville College identifies positions which meet the definition of a CSA. Once identified, the Clery

Compliance Office notifies individuals in these roles of their obligations under the Clery Act to report all Clery Crimes witnessed, or that are reported to them, which may have occurred in a Clery reportable location. Jacksonville College requires all CSAs to complete training and provides such training regularly.

Procedures

On an on-going basis, the Clery Compliance/Risk Assessment Committee, in conjunction with the Title IV and Human Resources, identifies positions that meet the definition of a CSA. The Clery Compliance/Risk Assessment Committee works with Human Resources to coordinate the annotation in job descriptions of positions identified as CSAs. When a new employee occupies one of these positions or a current employee transfers to a CSA position, HR notifies the Clery Compliance/Risk Assessment Committee.

Upon notification of the hiring of an employee occupying a position designated as a CSA, the Clery Compliance/Risk Assessment Committee Notifies the individual, via email, of their designation as a CSA and their obligations under the Clery Act. The Clery Compliance/Risk Assessment Committee includes a copy of the Virtual Clery Act/CSA Training program in the email and notifies the individual of their obligation to complete the training. The Clery Compliance/Risk Assessment Committee tracks the notification and certification. The Clery Compliance/Risk Assessment Committee collaborates with the Financial Aid and Human Resources to ensure student positions are tracked, notified, and certified appropriately. The College requires all CSAs to complete their CSA certification training within 60 days of employment. In addition to providing the CSA training presentation to all designated CSAs, the College provides several in-person training opportunities. The Clery Compliance/Risk Assessment Committee regularly reviews and updates the list of designated CSAs.

Identify and Maintain Clery Geography

The Clery Act reporting requirements are specific to where the reported crime has occurred. The AFSSR only includes those crimes that have occurred on Clery Geography, as defined above, including on-campus, non-campus, and certain public property. Clery Geography has special rules for off-site athletic events and student organization travel. In most cases, any crime occurring in a space where the College rents or leases facilities for student occupancy, to include hotels, for more than one night or on a regular basis from time-to-time, must be included in the Non-Campus geography category for reporting purposes.

Procedures

Any Campus Security Authority (CSA) traveling with student groups must fill out a travel form and complete CSA training before traveling.

The Office of the Executive Director of Property collects all information regarding Jacksonville College real estate properties, both existing and proposed.

Collect, Classify, Count, and Disclose Clery Act Statistics

Crime Statistics for incidents that occur in Clery Geography must be disclosed. The Clery Compliance Office, through consultation with various campus partners, is responsible for gathering and correctly categorizing crime statistics for Jacksonville College.

It is not necessary for crimes to have been investigated, nor must a finding of guilt or responsibility be made for an incident to be required to be included in the AFSSR. These crimes are categorized as of the date they were reported, not the date of occurrence. All reported crimes must be determined to have occurred within Clery Geography before being included in the AFSSR.

The College must include reported crimes in the AFSSR even if the victim wants the incident or report to remain confidential or requests that no investigation take place. The AFSSR does not identify parties and provides limited information to preserve substantial confidentiality.

All statistics published within the AFSSR are submitted by the Clery Compliance/Risk Management Committee to the U.S. Department of Education via the Campus Safety and Security Survey by the annual deadline.

Procedures

All parties designated as Campus Security Authorities have an obligation by law to report all alleged Clery crimes. A report may be made by a victim, a witness, or any third party, even if they did not witness the reported crime. Once a Campus Security Authority is involved, there is a responsibility to have that crime reported in the Annual Fire Safety and Security Report, as well as entered on the Daily Crime and Fire Log and provided to the public within two business days of the time the report was made using the [online tool](#).

Campus Security Authorities must forward reports to their respective Vice President or immediate supervisor, so the report can be assessed for ongoing threats to the Jacksonville community so that, where necessary, a Timely Warning, Emergency Notification or Safety Notification can be issued as soon as possible.

Beginning in February of each year, the Clery Compliance/Risk Assessment Committee will work to reconcile crime data. This review may include representatives from other College offices. In addition to a monthly crime reconciliation meeting, a meeting to review and compose aggregate records reflecting the previous year occurs annually in January. Each area provides an audit trail for their records.

While Jacksonville College assists with reminders and requests, prompt reporting of Clery Act crimes, reporting obligations are a continuous expectation and must be done upon receipt of the crime report.

The College is committed to protecting individuals from interference with making a protected disclosure or for having refused to follow an illegal instruction as defined by the Whistleblower Policy.

Compile, Report, and Publish Fire Data

The Higher Education Opportunity Act of 1998 (HEOA) amended the Clery Act to require that

institutions compile and publish fire statistics. These fire statistics only apply to Jacksonville On-Campus student housing facilities.

Procedures

The Jacksonville College Division of Public Safety provides the Clery Compliance Office with the information to be included in the AFSSR. This process is monitored each month to reconcile data in a timely manner. Expected information includes fire statistics for each on-Campus student housing facility separately for the three most recent calendar years for which data are available under HEOA regulations. Each facility must be identified in the statistics by name and street address, regardless of whether any fires have occurred.

Additionally, a description of the fire safety systems in each student housing facility is provided for inclusion in the AFSSR. These descriptions include mechanisms (e.g., fire extinguishers, fire doors, posted evacuation routes, etc.) or systems related to the detection, warning and control of a fire.

Reported fires include those already extinguished as well as those discovered while still burning. Any student housing fire that is reported to any official at Jacksonville College must be documented in the Daily Crime & Fire Log. An official is any person with the authority and the duty to act or respond to issues on behalf of Jacksonville College.

Maintain and Publish a Daily Crime and Fire Log

Jacksonville College has elected to combine the required daily crime log and daily fire log. The Daily Crime & Fire Log lists crimes, alleged crimes, and fire incidents that occur on campus. This log provides crime and fire information on a timelier basis than the annual statistical disclosures and is updated every 24 to 48 hours during the business week. Up to 60 days of activity is available by request during normal business hours at the Norman Building (105 B.J. Albritton Dr., Jacksonville, TX 75766). Logs older than 60 days are available by making a request in person at the Norman Building or by emailing the request form, these requests may take up to 24 hours to deliver. It may take up to three business days to provide access to data. Jacksonville College includes no Personally Identifying Information (PII) in the Daily Crime & Fire Log. Per the [Jacksonville College Records Retention Policy](#), crime and fire logs older than three (3) years will be destroyed.

Procedures

A member of the Jacksonville College Safety Committee, the Executive Director of Property or his designee reviews all self-initiated reports, the Jacksonville College crime log, as available, and any report otherwise provided by Campus Security Authorities. Each report of a crime is entered into the log within two business days of the report. All fire information is similarly handled to document the nature of the fire, date the fire occurred, date and time the fire was reported, and general location of each fire-related incident in an on-campus student housing facility reported to any Jacksonville official. Once the information has been posted, the Daily Crime Log is reconciled by the Clery Compliance/Risk Assessment Committee. All case updates made within 60 days of the original Daily Crime and Fire Log entries are reflected.

Issuing Timely Warnings and Emergency Notifications

Timely Warnings

Jacksonville College must provide timely warnings about Clery Act crimes that are considered by the College to present a serious or continuing threat to students and employees. This is determined by one (or more) Jacksonville official(s) who have been pre-identified. Because the nature of criminal threats rarely is limited to a single location, timely warnings must be issued in a manner likely to reach the entire campus community. Timely warnings may be issued for Clery crimes occurring in Clery reportable locations. Timely warnings will never identify the victim of the crime.

The College may not be able to issue a timely warning if the crime is reported to a confidential resource in the context of a privileged (Confidential) communication. These communications and situations are not subject to the timely warning requirement unless the content of the information falls within an exception to applicable state and federal privacy laws and the information communicated indicates a threat for the person to harm himself or others.

Emergency Notifications

Jacksonville College must inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of Jacksonville faculty, staff, employees, students, patients and visitors occurring on or near campus. Intended to have broader application than a timely warning, an emergency notification includes both Clery Act crimes and other types of emergencies, including imminent or impending threats (e.g., fire, infectious disease outbreak, etc.). Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the campus community at risk.

Jacksonville College also must have emergency response and evacuation procedures in place specific to its On-Campus facilities. A summary of these procedures must be disclosed in the AFSSR. Additionally, the emergency response procedures must be tested at least once, annually. Emergency notifications are labeled and identified to the community as Jacksonville Alerts.

Procedures

Timely Warnings

The Jacksonville College Cabinet is responsible for confirming facts that indicate a notification is necessary, giving this group the primary responsibility for issuing, coordinating, and determining content and methods of delivery of emergency notifications, timely warnings, and safety notifications. The Cabinet may delegate certain responsibilities to or collaborate with other Jacksonville personnel including but not limited to: Legal Services, Title IX Coordinator, Dean of Student, Residential Services, Marketing and Media, and others deemed necessary.

Emergency Notifications

Once it is confirmed there is a significant emergency or dangerous situation involving an immediate

threat to the health and/or safety of some or all members of the campus community, the Cabinet, or other assigned designees will initiate an emergency notification.

The Cabinet without delay and considering the safety of the campus community, determines the content of the notification and initiates the notification system. The only reason the College would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would, in the professional judgment of the responsible authorities identified above, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. As soon as the condition necessitating the delay is no longer present, the College must issue the emergency notification to the campus community.

The Clery Compliance/Risk Assessment Committee works with campus partners to ensure that as necessary, all emergency and evacuation procedures are reviewed and updated accordingly. These procedures are published in the AFSSR. In addition, the Clery Compliance/Risk Assessment Committee requires and confirms the types and the times testing is done to evaluate the College's emergency and evacuation procedures.

Responding to Reports of Missing Students

Jacksonville College supports the health and safety of its students. The College has established procedures to support locating students who reside in on-campus and College-owned housing who have been determined by the College to be missing. Any member of the Jacksonville community who believes a student is missing must immediately notify security. Each student who resides on-campus or in College-owned housing has the option to register their confidential Missing Student contact information by completing the Address and Contact Information form during check-in. This information will be shared with College employees who have a legitimate educational interest in the information and law enforcement personnel in the furtherance of a missing student investigation.

Procedures

[Missing Person Policy](#)

Responding to Sex and Gender-Based Incidents

The College will comply with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in the College's programs and activities; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); Title VII of the Civil Rights Act of 1964; Chapter 21 of the Texas Labor Code; Chapter 40, Section 819 of the Texas Administrative Code; and other applicable law.

Procedures

The Title IX Office is committed to providing training opportunities for students, faculty, and staff. The Title IX Office also works with other College departments, clubs, and associations to lead customized

training programs. These trainings may include:

Sexual and Gender-Based Harassment and Interpersonal Violence Policy, procedures and definitions;

Responsible employees' mandatory reporting obligations (Responding to disclosures of sexual assault, domestic violence, dating violence and/or stalking);

Confidential resources;

Bystander intervention;

How to report.

The College is committed to complying with Clery Act requirements, including those added by the Violence Against Women Reauthorization Act of 2013 (VAWA), that pertain to sexual assault, domestic violence, dating violence and stalking. To promote such compliance and the safety of our community, please review the Title IX Policy, which is available at the link below:

Jacksonville College's Sexual and Interpersonal Misconduct Policy

You can also access additional information from: Student Handbook

State Definitions

Sexual Assault -Texas Penal Code Section 22.011:

A person commits an offense if the person:

intentionally or knowingly:

causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;

causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or

causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

regardless of whether the person knows the age of the child at the time of the offense, the person intentionally or knowingly:

causes the penetration of the anus or sexual organ of a child by any means;

causes the penetration of the mouth of a child by the sexual organ of the actor;

causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;

causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

A sexual assault under Subsection (a)(1) is without the consent of the other person if:

the actor compels the other person to submit or participate by the use of physical force or violence;

the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;

the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;

the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;

the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;

the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;

the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;

the actor is a public servant who coerces the other person to submit or participate;

the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;

the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or

The actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code.

A person commits an offense if, without the other person's consent and with the intent to arouse or gratify the sexual desire of any person, the person:

touches the anus, breast, or any part of the genitals of another person;

touches another person with the anus, breast, or any part of the genitals of any person;

exposes or attempts to expose another person's genitals, pubic area, anus, buttocks, or female areola; or

Causes another person to contact the blood, seminal fluid, vaginal fluid, saliva, urine

DATING VIOLENCE Texas Family Code Section 71.0021

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

DOMESTIC VIOLENCE Texas Family Code Section 71.004

A felony or misdemeanor crime of violence committed—

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of

violence occurred.

STALKING (VAWA DEFINITION) Texas Penal Code Section 42.072:

<https://statutes.capitol.texas.gov/Docs/PE/htm/PE.42.htm>

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

Fear for the person's safety or the safety of others; or

Suffer substantial emotional distress.

For the purposes of this definition—

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with Clery reporting requirements, any incident meeting this definition is considered a reportable Clery crime.

Title IX Definitions

TITLE IX SEXUAL HARASSMENT

"Title IX Sexual Harassment" is a subset of Prohibited Conduct. Under Department of Education regulations (see 34 C.F.R., Part 106) issued in 2020 to implement Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 et seq., the College is required to prohibit certain forms of sexual harassment as defined in those regulations. Title IX Sexual Harassment is Prohibited Conduct of the following types committed by or against Students and/or Employees in an education program or activity of the College, in the United States: Prohibited Conduct meets the definition of Title IX Sexual Harassment when:

An Employee conditions the provision of an aid, a benefit, or a service on another Employee's or a Student's participation in unwelcome sexual conduct (i.e., Quid Pro Quo sexual harassment); or

A Student, Employee, or Third Party (to the extent applicable) engages in unwelcome conduct on the basis of sex that would be determined by a reasonable person to be so

severe, pervasive, and objectively offensive that it effectively denies another person equal access to the College's programs or activities; or

A Student, Employee, or Third Party engages in Sexual Assault, Domestic Violence, Dating Violence, or Sexual and/or Genderbased Stalking as defined below; and » The alleged conduct was perpetrated against a person in the United States; and » The conduct took place within the College's programs and activities.

Conduct takes place within the "College's programs and activities" when that conduct occurs:

in a location, at an event, or in a circumstance where the College exercises substantial control over both the respondent and the context in which the conduct occurs; or

in any building owned or controlled by a student organization recognized by the College.

Events that occur off campus or in locations with no connection to the College are unlikely to be considered a College program or activity. Conduct that does not meet this strict definition for Title IX Sexual Harassment is still prohibited by the XXXX Policy if it otherwise constitutes Prohibited Conduct as further defined within Jacksonville College Title IV and Sexual Misconduct Policy.

The following definitions apply for purposes of the definition of Title IX Sexual Harassment:

Title IX Quid Pro Quo Sexual Harassment:

Quid pro quo sexual harassment is conduct on the basis of sex by which an employee of the College conditions the provision of an aid, benefit, or service of the College on a student's or employee's participation in unwelcome sexual conduct.

Title IX Severe, Pervasive and Objectively Offensive Sexual Harassment

Severe, pervasive and objectively offensive sexual harassment is conduct on the basis of sex that constitutes unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student or employee equal access to the College's education program or activity.

Title IX Sexual Assault

As required by the May 2020 Title IX regulations, the definition of Title IX Sexual Assault used in this policy incorporates the definitions of the FBI's Uniform Crime Reporting (NIBRS) program, as follows:

Rape:

The carnal knowledge of a person (i.e., penile-vaginal penetration), without the consent of that person;

Oral or anal sexual intercourse (i.e., penile penetration) with another person, without consent of that person; and/or

To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person. An “object” or “instrument” is anything other than a penis.

Fondling:

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of that person (for purposes of this definition, “private body parts” means a person’s breast(s), buttock(s), genitals, or other intimate parts, and prohibited fondling may be over or under clothing).

Statutory Rape:

Sexual intercourse with a person who is under the statutory age of consent. Under Texas law, individuals younger than 17 years of age are legally incapable of giving consent to sexual penetration or contact by an adult (someone 18 years of age or older) who is three or more years older than the individual.

Title IX Domestic Violence:

Title IX domestic violence is conduct that constitutes a felony or misdemeanor crime of violence committed:

By a current or former spouse or intimate partner of the complainant;

By a person with whom the complainant shares a child in common;

By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;

By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

By any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Title IX Dating Violence:

Title IX dating violence is conduct that constitutes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the parties’ statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between

the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Title IX Stalking:

Title IX Stalking for purposes of the Title IX Sexual Harassment definition is conduct on the basis of sex that constitutes a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition:

Course of conduct means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling

Hate Crimes

A hate crime is a committed criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity. Any of the previous crimes listed and the following additional crimes must be reported as hate crimes if motivated by such a bias:

Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-theft: the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.*

Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Destruction/Damage/Vandalism: to willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner

or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

NON-TITLE IX MISCONDUCT

Non-Title IX Misconduct is Prohibited Conduct that falls within the scope of the SIM Policy and the definitions below but that does not fall within the definition of Title IX Sexual Harassment, either due to the nature of the conduct or because it did not reportedly occur within a program or activity of the College in the United States. Such conduct is defined for purposes of the SIM Policy as:

Non-Title IX Sexual Assault

Sexual Assault (i.e., rape, fondling, or statutory rape) as defined in the Title IX Sexual Assault definition above that did not reportedly occur in a program or activity of the College in the United States.

Non-Consensual Sexual Contact

Any intentional touching of a person's breast(s), buttock(s), groin, genitals, or other intimate parts without consent. Touching may be over or under clothing and may include the respondent touching the complainant, the respondent making the complainant touch the respondent or another person, or the respondent making the complainant touch the complainant's own body.

Sexual and Gender-Based Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, and/or other unwelcome, verbal, or physical conduct of a sexual nature when one of the conditions outlined in (A), (B), or (C), below, is present. Gender-based harassment includes harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve contact of a sexual nature, when one of the conditions outlined in (A), (B), or (C), below, is present.

Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of a person's instruction, academic standing, employment, or participation in any College program, activity, or benefit, but which does not fit within the definition of Title IX Sexual Harassment Quid Pro Quo.

Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions, in circumstances that do not fit within the definition of Title IX Sexual Harassment Quid Pro Quo.

Such conduct creates a hostile environment. Under Texas Education Code §51.281(4) a hostile environment exists:

in the employment context, when it unreasonably interferes with a

person's work performance or creates an intimidating, hostile, or offensive work environment; or

in the education context, when it is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from the College's educational programs or activities.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. The perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment. In assessing the nature and impact of the alleged harassment, the Title IX Coordinator will consider both subjective (i.e., the complainant's experience of the conduct) and objective (i.e., how a reasonable person in the complainant's circumstances would have experienced the conduct) perspectives.

Sexual Harassment

May be blatant and intentional and involve an overt action, a threat, or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.

Does NOT have to include intent to harm or involve repeated incidents.

May be committed by anyone, regardless of sex, gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.

May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.

May be committed by or against an individual, organization, or group.

May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.

May occur in the classroom, in the workplace, in residential settings, or in any other context.

May be a one-time event or may be part of a pattern of behavior, if it meets the standard stated above.

May be committed in the presence of others or when the parties are alone.

May affect the complainant and/or third parties who witness or observe harassment.

Sexual Exploitation

Any act where one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another, but that does not fall within the definition of Title IX Sexual Harassment. Sexual exploitation may include, but is not limited to:

surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;

recording, photographing, transmitting, showing, viewing, streaming, or distributing intimate or sexual images, audio recordings, or sexual information without the knowledge and consent of all parties involved;

providing alcohol or drugs to a complainant with the intent to facilitate Prohibited Conduct; or

exposing one's genitals or inducing another to expose their own genitals in nonconsensual circumstances.

Document Retention

All records pertinent to Clery compliance are retained by Jacksonville College for seven (7) calendar years.

Procedures

Jacksonville College's Clery Compliance/Risk Assessment Committee annually creates a compliance file that contains that year's relevant Clery Act compliance documents and records.

Document Destruction

All required compliance documents are retained by Jacksonville College for seven (7) calendar years. Unless otherwise instructed by the Cabinet, all materials are destroyed in the beginning of the eighth (8th) calendar year.

Procedures

Clery Compliance/Risk Assessment Committee provides a written request and consults with the Cabinet to destroy all materials that fit the above listed criteria.

Emergency Guide

Policy Statement

The purpose of emergency guide at Jacksonville College is to develop, organize, coordinate and lead the campus toward effective preparation for, and efficient response to, emergencies and disasters, with the primary focus on saving lives, reducing human suffering, and the minimizing of property loss and academic services. Jacksonville College Cabinet is responsible for emergency planning and preparedness. The Emergency Guide is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA's Guide for Developing High Quality Emergency Operations Plans for Institutions of Higher Education, and other standards, all of which

include planning, mitigation, response, and recovery actions.

The priorities are:

Life safety, infrastructure integrity, and environmental protection during an emergency

Coordination with College departments to write, maintain, test, and exercise the emergency plan

Cooperation, integration, and mutual aid with local, state and federal agencies and their emergency plans. Jacksonville College is required to have in place an Emergency Action Plan per OSHA standard 29 CFR 1910.38. The plan meets all criteria of the referenced standard.

General Guidelines

Members of the College community are encouraged to develop their own personal emergency plans to enable them to quickly take protective actions in the event of an emergency.

Make a Plan

Some emergencies have a recognizable build-up period in which preparedness actions can be taken, but many do not. Plan for emergencies now by

Talking with your friends, family, and co-workers about the actions you should take during an emergency

Ensuring you know the evacuation routes and severe weather shelter areas for the buildings in which you spend the majority of your day

Locating emergency equipment such as Automated External Defibrillators (AEDs) and fire extinguishers

Update your Jacksonville JAGAlert contact information so you are sure to receive any messages sent by campus officials

Prepare An Emergency Supply Kit

During or immediately following an emergency, you may be on your own for hours or days before emergency responders can reach you. Building an emergency supply kit can help you survive during this period of time.

Be Informed

It is important to learn about the hazards you are exposed to and the recommended actions to take during emergencies, such as fires, severe weather, and hazardous material spills. Visit the [Homeland](#)

[Security](#) and [Emergency Preparedness Training](#) to learn more regarding Region 1/Tyler Region.

Receiving training that will be useful for protecting yourself and those around you during emergencies is also important. Jacksonville College offers a wide variety of training opportunities for students, faculty, and staff in areas such as emergency preparedness and crime prevention.

A-Z Emergency Procedures

Active Shooter

During an **act of violence** (e.g. robbery, hostage situation, workplace violence, active shooter):

AVOID starts with your state of mind.

Pay attention to your surroundings

Have an exit plan

Move away from the source of the threat as quickly as possible

The more distance and barriers between you and the threat, the better

DENY when getting away is difficult or maybe even impossible.

Keep distance between you and the source.

Create barriers to prevent or slow down a threat from getting you.

Turn the lights off .

Remain out of sight and quiet by hiding behind large objects and silence your phone

DEFEND because you have the right to protect yourself.

If you cannot Avoid or Deny, be prepared to defend yourself

Be aggressive and committed to your actions

Do not fight fairly, this is about survival.

Call security or 911.

When Law Enforcement arrives, **SHOW YOUR HANDS AND FOLLOW COMMANDS**

ALERT Research Training Video - Active Shooter

[Surviving an Active Shooter Event - Civilian Response to Active Shooter](#)

Airborne/Foodborne Illness

Airborne transmission of an illness occurs when bacteria or viruses travel on dust particles or on small respiratory droplets that may become aerosolized when people sneeze, cough, laugh, or exhale. They can travel on air currents over considerable distances and are loaded with infectious particles.

Foodborne illnesses are caused by a variety of foodborne pathogenic bacteria, viruses, prions, or parasites that contaminate food. Commonly referred to as food poisoning, foodborne illness is any illness resulting from the consumption of food.

If there is a concern toward the possibility of a possible airborne or foodborne illness, notify campus authorities, such as Residential Services, Student Wellness, security, or other trusted campus source.

Jacksonville College will begin an immediate investigation to determine the nature of the illness and simultaneously contact the appropriate medical personnel for assistance. JC will notify medical personnel and will coordinate actions and activities as necessary.

In the event of a suspected airborne or foodborne illness, Student Wellness personnel will immediately contact local healthcare professionals and will coordinate activities as necessary.

Biological Exposure

Many Jacksonville College faculty, staff, and students work directly or indirectly with materials which can be a source of infection or disease in the event of an injury or other unprotected exposure.

In the event of any accident or injury involving known or potential exposure to BIOHAZARDS, IMMEDIATELY report the incident to campus authorities.

How do I report?

Call Security.

What do I report?

Any skin piercing injury (cut, needle stick, scratch, etc.) by an object contaminated with a BIOHAZARD.

Any skin piercing injury (bite, scratch) from an animal with a known or suspected disease infectious to people.

Any known or suspected contact with a bat, even if the person has no visible bite or scratch.

Any splash or spray of BIOHAZARD material into the eyes, nose, mouth, or onto broken skin.

What are BIOHAZARDS?

pathogens that can cause disease in humans: bacteria, parasites, viruses, toxins, fungi,

and prions

materials (e.g. blood, body fluids, unfixed tissues, or tissue cultures) potentially containing pathogens

recombinant DNA and/or RNA

Give immediate first aid for minor injuries, including washing wounds with soap and water, or rinsing mucous membranes with water for 15 minutes to remove as much contaminated material as possible.

Bomb Threat Procedures

The following procedures are to be put into immediate action. REMEMBER: TRY TO REMAIN CALM.

In the event a call is received by anyone on campus concerning a bomb threat, security must be notified immediately. Security will notify the Executive Director of Property, who will contact local authorities.

Every effort must be made in an attempt to determine from the caller all the information possible on the device (i.e. location of device, time, reason, try to determine if it is a male or female from voice, background noises, etc.).

A Jag Alert (RAVE) containing instructions and/or updates will be issued to faculty, staff, and students as applicable.

Director or person in charge of building at the time will call security (if time permits) and escort students out of the building immediately. No one should return to the building until the all clear has been sounded by security.

Chemical Spill

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. Many products containing hazardous chemicals are used and stored in homes routinely, and in the college research setting, these materials are handled daily.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings, homes, and other property.

If there is a hazardous materials release/chemical spill inside a building:

Isolate and secure the spill area.

Warn others in the immediate area.

Based upon the hazard, attempt cleanup if trained and if you have appropriate personal protective equipment.

If assistance is needed, call 911 and give the location and type of material spilled.

Evacuate the building if required (use of public address system preferred or use of building fire alarm system).

Meet with and assist emergency response personnel.

If there is a hazardous materials release/chemical spill outside the building:

Isolate and secure the spill area.

Warn others in the immediate area.

Based upon the hazard, attempt cleanup if trained and have appropriate personal protective equipment.

If unable to do cleanup but conditions do not require evacuation, Contact security.

If assistance is needed, call 911 and give the location and type of material spilled.

Do not wash spilled material into storm drain.

Meet with and assist emergency response personnel.

If there is a personal injury involving chemical contamination:

Assist with emergency eyewash/shower use, as appropriate.

Provide first aid immediately for serious injuries.

Call 911 and give the location and type of material involved.

Notify security.

If it is possible to remove contaminated clothing without harming the victim, do so.

Obtain a Safety Data Sheet for the material involved. A Safety Data Sheet is a document created by a manufacturer or distributor of a chemical that provides information about the contents, characteristics, physical hazards, and health hazards associated with the chemical. For Safety Data Sheet information, visit <https://web.doh.state.nj.us/rtkhsfs/qrlist.aspx>.

Evacuation and Relocation

An evacuation notification may come from several sources, including the fire alarm system, email notification, Residential Services Staff, other College employees, or other authorities utilizing the College's emergency communications tools.

Immediately evacuate if the fire alarm sounds.

Close office/classroom doors and turn off lights and computers.

Use designated corridors and fire exit stairs that lead to ground level.

Leave the building in an orderly manner.

Do not use elevators.

Assemble at the pre-designated Evacuation Assembly Point(s) (EAPs). EAPs will be used to provide occupants with information regarding the status of the building. "All Clear" announcements will be made at the EAPs.

Report any individuals left in the building to personnel. 8. Follow instruction of emergency personnel.

Do not re-enter the building until an "All Clear" announcement is given by emergency personnel

EMERGENCY EVACUATION AND ASSEMBLY POINTS

Campus Building	Emergency Assembly Points
Meadows Residence	Entry parking lot or Volleyball Courts
Buckner Chapel	Entry parking lot
Orr Annex	Volleyball Courts and Tennis Courts
Weatherby	Entry parking or north lawn
Norman	Lawn between SUB and Norman or lawn between entry driveway and Norman
Little Cafeteria	South Lawn SUB Side
Student Union Building	Lawn between SUB and Norman
Curtis Carroll Fieldhouse	Parking Washington St. side Tennis Court parking area

Newburn Library	Front lawn or Rear Parking Area
Memorial Residence	Volleyball area
Collins Residence	Rear parking lot or front lawn area
SBTC Residence	Norman parking lot
Pine Street Residence	Texas St. parking lot
Thurston Residence	Front or back lawn areas
McKnight Residence	Rear parking area
604 Jefferson	Rear lawn area
Madison Residence	Collins Rear parking lot
703 Jefferson	Front or rear lawns
Ragsdale Residence	SUB, follow directions from RA/Staff
607 Kickapoo	South parking or backyard areas
Golf Center	East Campus Parking Lot Closest to Bolton Street
Fitness Center	Lawn between Fitness Center and Entry Driveway

EXPLOSION

In the Event of an Explosion:

Take cover under sturdy furniture

Evacuate, if safe, and pull the nearest fire alarm station to evacuate the building,

Call security or 911 and provide the location of the explosion and, if known, its

seriousness and any possible injuries to persons in the area. Be sure to give your name, location, and telephone number. Do not hang up until released by them.

Assemble at Emergency Assembly Point(s) outside the building until help arrives.

Advise emergency personnel about the explosion area and any persons who may have been injured.

Fire

Below are ways that you can protect yourself in situations involving Evacuation/Shelter-in-Place, Fire, Chemical Spills, or Gas Leaks.

If case of a fire threat:

Call 911.

If fire is in a building, activate the nearest fire alarm pull station and evacuate the building.

Do not enter the building until authorized by emergency personnel.

Follow instructions from emergency personnel.

If case of a HazMat threat:

Call 911 if assistance is required.

Move away from the site of the hazard to a safe location.

Warn others in the immediate area.

Follow instructions from emergency personnel.

Additional Resources

[NIOSH: Pocket Guide to Hazardous Chemicals](#)

[Material Safety Data Sheets](#)

Fire Evacuation Procedures

The following procedures are to be put into immediate action. REMEMBER: TRY TO REMAIN CALM.

Evacuation of instructional spaces is conducted by the instructors. Instructors will give the order to evacuate in an orderly manner, without running. Evacuation of all other student buildings is under the direction of the personnel present or should follow the posted exit routes.

A Jag Alert (RAVE) containing instructions and/or updates will be issued to faculty, staff, and students as applicable.

The students should proceed to an open area away from the building and danger. No person will return to any building until directed to by the proper authority.

Each campus building is equipped with appropriate fire extinguishers, lighted exit signs, posted exit routes, and, where possible, designated personnel to handle a fire.

All students are encouraged to learn the location of firefighting equipment in the buildings relevant to their attendance at JC.

Each separate resident room shall have a working smoke detector, which shall be inspected by the Director of Residential Services and/or staff weekly. If an issue with a smoke detector is noticed, please notify the Director of Residential Services.

First Aid

First aid is any emergency care or treatment given to an ill or injured person before regular medical aid can be administered. Although some aspects of first aid require training, such as CPR, most first aid can be administered by a lay person using common sense and minimal equipment for minor injuries.

Three main aims of first aid:

Preserve life.

Prevent further injury.

Promote recovery.

The aims are met in the following ways:

Preventing heavy blood loss.

Maintaining breathing.

Preventing shock.

Getting the victim to a physician or Emergency Medical Service (EMS).

People who provide first aid must remember the following:

Avoid panic.

Inspire confidence.

Do only what is necessary until professional help is obtained.

Remember, the first step in any serious emergency is to dial 911. Emergency medical dispatchers will

give basic first aid instructions over the phone while the ambulance is on its way.

Gas Leak

A gas leak refers to a leak of natural gas, from a pipe or other containment, into any area where gas should not be. Although natural gas is by nature colorless and odorless, scents in the form of traces of mercaptans are usually added to assist in identifying leaks.

As natural gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks immediately.

If you smell a gas odor, or if a gas monitor alarm sounds and reads "GAS":

Evacuate and secure the area.

Warn others in the immediate area.

Call security.

Notify your department head/building proctor/resident advisor (RA).

Meet with and assist emergency response personnel.

If there is a major leak such as a pipeline break:

Call 911 and give the dispatcher your name, location of odor, and related information.

Initiate an evacuation of the building or if outside, isolate the area.

Warn others in the immediate area.

Prevent source of ignition (cigarettes, electrical equipment, etc.).

Meet with and assist emergency response personnel.

Do not re-enter a building or outside area until cleared by authorized personnel.

Inclement Weather

Jacksonville College Cabinet Monitors weather and forecast information including inclement and hazardous conditions. If inclement weather conditions require changes in College operations, such as a delay or closure, the Jacksonville College community may be notified through one or more of the College's emergency notification systems

Severe Winter Weather

Winter storms are known as deceptive killers because most deaths are indirectly related to the storm, such as vehicle accidents caused by winter road conditions, improper use of heaters, and exposure/hypothermia. Severe winter weather includes freezing temperatures, freezing rain, ice,

heavy snow, and blizzards. Accumulation of ice or snow can knock down trees, power lines, and structures causing power outages, utility disruptions, and communication interruptions.

What to do during a winter storm:

Monitor local weather broadcasts and weather conditions.

Stay indoors and minimize travel. If you must travel, drive slowly, and increase the distance required for stopping.

Watch for downed trees and power lines.

Keep a full tank to prevent ice in the tank and fuel lines.

Never use a portable generator or operate unvented fuel-burning appliances in an enclosed space.

Support Links

[Winter Storms & Extreme Cold \(READY.gov\)](#)

[NWS Winter Weather Safety & Awareness](#)

Hail

Hail is a form of precipitation which consists of balls or irregular lumps of ice. It forms on condensation nuclei such as dust, insects, or ice crystals, when super-cooled water freezes on contact.

Once a hailstone is too heavy to be supported by the storm's updraft, it falls out of the cloud. These hailstones can range from pea-sized to softball-sized clusters of ice, with large stones falling at speeds faster than 100 mph.

Before the hail storm:

Learn to recognize the weather conditions that cause hail storms.

Listen to your NOAA Weather Radio, local news, and radio stations for hail storm watches or warnings.

If weather conditions are prime for hail storms, consider pulling property under covered areas.

As hail is usually paired with severe thunderstorms and/or tornadoes, follow the safety procedures specified for the most severe threat.

If a severe thunderstorm has been predicted to produce hail, you should:

Seek shelter immediately. Any size hail can be dangerous in high winds.

Listen to your NOAA Weather Radio, local news, and radio stations for updates on weather conditions and emergency instructions.

National Weather Service

Lightning

An average of 300 people are injured and 80 people are killed each year by lightning in the United States.

When there is lightning in the area:

Cease outdoor activities.

Seek shelter inside a building or automobile.

Avoid:

Open areas, places near water, trees, metal fences, overhead wires or power lines, as well as elevated ground or open vehicles.

Use of radios or cellular phones.

Remember:

The best source of information during a thunderstorm is your local news, radio stations, and any NOAA Weather Radio.

The 30/30 lightning safety rule: go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.

Support Links:

[National Weather Service Lightning Safety](#)

FLOOD

During a flood:

Listen to a battery-powered radio for emergency information.

Evacuate as instructed by emergency personnel.

If outdoors:

Climb to higher ground and stay there.

Avoid walking through any floodwaters. If moving swiftly, even water 6 inches deep can sweep you off your feet.

If in a car:

If coming up to a flooded area, turn around and go another way.

If the car stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.

During an evacuation:

If advised to evacuate, do so immediately.

Evacuation is much simpler and safer before flood waters become too deep for ordinary vehicles to drive through.

Listen to a battery-powered radio for evacuation instructions.

Follow recommended evacuation routes – shortcuts may be blocked.

Leave early enough to avoid being marooned by flooded roads.

After a flood:

Do not return to a flooded area until authorities indicate it is safe to do so.

Stay out of buildings if flood waters remain around the building.

Use extreme caution when otherwise entering buildings. Watch for loose plaster and ceilings that could fall.

Be alert for fire hazards, such as broken or leaking gas lines, flooded electrical circuits, submerged appliances, and flammable or explosive materials.

Tornado

East Texas at times may experience severe weather, including tornadoes. It is important for students, employees and visitors to be familiar with emergency preparedness guidance in case a Tornado Watch or Tornado Warning are issued.

From the National Weather Service (NWS):

What is the difference between a Tornado Watch and a Tornado Warning issued by the National Weather Service?

Tornado WATCH

Be Prepared! Tornadoes are possible in and near the watch area. Review and discuss your emergency plans and check supplies and your safe room. Be ready to act quickly if a warning is issued or you suspect a tornado is approaching. Acting early helps to save lives! Watches are issued

by the Storm Prediction Center for counties where tornadoes may occur. The watch area is typically large, covering numerous counties or even states.

Tornado WARNING

Take Action! A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Move to an interior room on the lowest floor of a sturdy building. Avoid windows. If in a mobile home, a vehicle, or outdoors, move to the closest substantial shelter and protect yourself from flying debris. Warnings are issued by your local forecast office. Warnings typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a tornado identified by a forecaster on radar or by a trained spotter/law enforcement who is watching the storm.

In the Event of A Tornado Warning:

In addition to safety notifications issued through regular college communications, there are multiple ways the City of Jacksonville, Cherokee County and Jacksonville College alert their respective communities in case of a tornado:

East Texas Council of Governments RAVEalerts

The East Texas Council of Governments (ETCOG) Executive Committee recently approved to fund a mass notification system for the East Texas region as a part of its public safety program for the tenth consecutive year. The system allows ETCOG to partner with cities and counties in East Texas to send messages quickly notifying citizens about emergency situations. Visit the [Jacksonville, Texas](#) website to sign up for alerts. This Weather Warning service instantly and automatically alerts recipients based on weather in the area including type of weather, location, and severity. It also allows the user to provide over 50 different language translations when deploying a notification and use this across several social media platforms. Jacksonville residents are encouraged to [Sign Up for Smart 911 with Rave Alert](#) notifications to receive texts, emails, and calls directly from the city and county emergency management staff.

Safety Procedures:

Indoors

Seek shelter immediately on a ground floor, in an interior room.

Do not use elevators

Stay away from windows, doors, and outside walls

Avoid any wide-span roof areas such as auditorium, gymnasiums, cafeterias and large hallways

Residences

Residential Services and available staff will gather all residents to the Severe Weather

Assembly Areas (identified on Building Emergency Plan maps throughout the facility)

Residents should bring blankets for protection from debris

Remain in the Severe Weather Assembly Areas until the tornado passes, and an All Clear is issued via Jacksonville Alert, College Staff Member, or Smart 911 with RAVE alert through ETCOG.

Remain calm and listen for instructions

Outdoors

Seek indoor shelter, if possible

Parked motor vehicles are unsafe

If indoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot

If you are on a flat ground and are caught in the path of a tornado, always move at right angles to its path

Individuals with mobility/impairments or physical disabilities:

Supervisory personnel and course instructors are responsible for identifying and escorting individuals with mobility impairments or physical disabilities located in their offices/facilities or classrooms to safety in the event of a tornado warning.

Visually impaired and hearing impaired individuals may be escorted down the stairs, but may require assistance in moving in crowded staircases and in finding a safer location.

In the event of a power failure, individuals who are unable to use the stairs and their escorts should move to an interior location without windows and call security, who will notify the appropriate emergency personnel with the location.

Immediate Threat Procedures

The following procedures are to be put into immediate action. REMEMBER: TRY TO REMAIN CALM.

In the event of a threat, or hostile situation, call security immediately or when it is safe to do so.

A Jag Alert containing instructions and/or updates will be issued to faculty, staff, and students as applicable.

Best practices for safety during an immediate threat:

Shelter

Alert others. Any immediate staff member should initiate a lockdown or quietly escort students out of the building and/or escort them to the nearest safe room. Call security or “911” when it is safe to do so.

Evade

If unable to get to a safe location in the building, identify and get away from the commotion/threat by finding the nearest exit or concealing yourself as much as possible.

If outside, flee away from the threat in the opposite direction to the nearest safe cover. Call security or “911” when it is safe to do so.

Defend

As a last resort and only if your life is in imminent danger, attempt to incapacitate a threatening person by any means possible.

Care

Reassure and provide comfort to those around you or in your care. Give emergency first aid to the best of your abilities to those who are injured. Call security or “911” when it is safe to do so.

Medical

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

Medical emergencies may be situations involving First Aid, Airborne/Foodborne Illness, Poison, and Biological.

If an ambulance is needed:

Call 911.

Provide dispatcher with:

Location of emergency.

Type of injury, if known.

Brief description of injured person (gender, age, etc.).

Render first aid, as trained.

Make injuries as comfortable as possible.

Complete any required

If an ambulance is not needed:

Render first aid, as trained.

When dialing 911:

Stay calm.

Tell the dispatcher your location.

Answer the questions.

Do not hang up until told.

Follow all directions given.

Pandemic Threats

In the case of a pandemic threat, such as pandemic influenza, actions will be taken based on the location and level of transmission of a virus. Faculty, students, and staff will be directed to follow actions given by the college based on the level of outbreak.

Poison

Poison is a substance that through its chemical action can kill, injure, or impair an organism. Acute poisoning is exposure to a poison on one occasion or during a short period of time. Symptoms develop as a result of exposure or in close proximity to a substance. Poisonous materials can be found in a variety of household items as well as in laboratory reagents and chemicals.

Many poisons react differently to various treatments, so if you suspect a victim has been poisoned through ingestion, inhalation, or skin exposure:

Try to determine what the poisoning agent is.

Call 911.

Or call the Poison Control Center at 800-222-1222 for specific first aid instructions.

Reporting Emergencies

Anyone with information about an emergency, crisis situation, or crime should report the information to one of the following offices and/or personnel:

<p>Security</p> <p>Office Ph: 903-589-7114</p> <p>Cell Ph: 903-721-1832</p>	<p>Residential Services</p> <p>Office: 903-589-7109</p>
<p>V.P. Administration</p> <p>Office Ph: 903-589-7144</p>	<p>Jacksonville Police Department</p> <p>Emergency: 911</p> <p>Non-emergency: 903-586-2546</p>
<p>Jacksonville Fire</p> <p>Emergency: 911</p> <p>Non-emergency: 903-586-7131</p>	

Wild Animals

If you have contact with a wild animal:

Bats, raccoons, skunks, foxes, and coyotes are considered high-rabies risk animals in Texas. A bite, scratch, or contact with any saliva, central nervous system tissue, or brain/spinal fluid (or if you are unsure) from a high-rabies risk animal should be considered a potential rabies exposure until proven otherwise. If you are bitten or scratched by any animal, wash the affected area thoroughly with soap and water and **get medical advice immediately. All animal bites, regardless of the species or the severity should be examined by a physician as soon as possible.** Any bat that has contact with a human should be collected and tested for rabies as soon as possible by submitting it to the [state rabies lab](#) for testing.

Resources:

[Wildlife of the Piney Woods](#)

Campus Housing Fire Systems and Statistics

Systems and Other Related Information

Facility	Description	Occupancy	Monitored?	Sprinkled?	Smoke Detection?	Fire Extinguishers?	Evacuation Maps?	Drills Per Year	Note
Collins	Female corridor-style residence, all double rooms. No cooking permitted in residence, one microwave per room.	48	N	N	Y	Y	Y	1	Smoke detectors are provided throughout the residence, with Class "A" extinguishers within 75 feet of all points within the building.
SBTC	Jack and Jill adjoining suites with shared restrooms, this residence is designated for male or female residents (either/or, determined during summer, based on need) and rooms	18	Y	Y	Y	Y	Y	1	Fire protection system monitored by outside vendors.

Memorial	Corridor style Men's residence with common area, one entrance and three exits, community showers. No cooking permitted, no microwaves in the rooms permitted, strict extension cord policy.	46	N	N	Y	Y	Y	1	Smoke Detectors are provided throughout the residence, equipped with Class "A" Extinguishers within 75 ft. of all points of the building. 09/01/2024 - Offline
Meadows	Corridor style Men's residence with common area, one entrance and three exits, community showers. No cooking permitted, no microwaves in the rooms permitted, strict extension cord policy.	49	Y	Y	Y	Y	Y	1	Fire protection system monitored by outside vendor.

Ragsdale	Men's residence with living area and eating area, no cooking permitted. One staff member assigned to this area.	7	N	N	Y	Y	Y	1	Smoke detectors are provided throughout the residence, with Class "A" extinguishers within 75 feet of all points within the building.
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Statistics Regarding Fires in Student Housing Facilities

Student Housing Facility	Year	Total Fire	Number Injuries	Number Deaths	Damage to Property
Collins	2022	0	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A
	2024	0	N/A	N/A	N/A
SBTC	2022	0	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A
	2024	0	N/A	N/A	N/A
Memorial	2022	0	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A
	2024	0	N/A	N/A	N/A
Meadows	2022	0	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A
	2024	0	N/A	N/A	N/A
Ragsdale	2022	0	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A
	2024	0	N/A	N/A	N/A

Inspection, Testing, and Maintenance of Fire Detection and Protection Equipment

Jacksonville College's fire protection system, as well as the fire extinguishers are monitored and inspected as required by the vendor, who is licensed to provide such services to the College.

Plans for future improvements in fire safety

Jacksonville College will continue to review current fire protection systems and will plan for future improvements in fire safety, if deemed necessary.

Crime Statistics

Local crime stats was published by Jacksonville Police Department, however at the time of this publishing Jacksonville College Safety Data Custodian was unable to determine if Jacksonville College properties were included in the data as well as the relevant portions.

STUDENT CODE OF CONDUCT

Membership in an academic community, particularly a Christian one, carries responsibilities as well as privileges. Members of the Jacksonville College community are reminded that particular care should be taken to exercise discretion in certain areas such as a student's choice in entertainment, friends, and group associations.

Philosophy

The Jacksonville College community is a family bound together by mutual interests and a reciprocal allegiance. Its educational philosophy, moral standards, and academic goals are based upon the beliefs and practices of a Christian lifestyle. The individual who has become a student of Jacksonville College has entered into an agreement with Jacksonville College by accepting the philosophy and objectives of this Christian liberal arts institution and is therefore a vital part of the heritage and success of the College. Because the student shares a common goal with Jacksonville College, he or she is expected to manage all the responsibilities of student life in a mature manner that is supportive of the institution.

Attendance at Jacksonville College is a privilege, not a right. Jacksonville College makes no apologies for its conservative, evangelical standards and ideals. Jacksonville College insists on the right to impose disciplinary action, even expulsion from the campus, for any student who chooses not to abide by the regulations of the school.

The emphasis at Jacksonville College is on the student. A high priority has been placed on the student and his or her rights. Therefore, the rights of one student end where the rights of another begin. To clearly define this principle, Jacksonville College maintains a set of behavioral standards. These guidelines are designed to protect the inalienable rights and privileges of individuals and to enhance the fulfillment of the academic requirements of the institution. These standards are explained in the [Jacksonville College Student Handbook](#), the [Jacksonville College Course Catalog](#), and other campus publications. However, these requirements may be implied or implemented by oral communication, written proclamation, and/or through private conferences with students. All students are required to acquaint themselves with all rules and regulations that are presently in force by Jacksonville College. Jacksonville College realizes that it is impossible to create behavioral standards that are acceptable to every member of the student body. However, it is essential for Jacksonville College to specify certain guidelines that will assist the student in realizing the objectives of the College and the individual rights and privileges of others.

The administration of Jacksonville College reserves the right to add or delete rules and regulations as deemed necessary. This is necessary because the standards of conduct are established by student-faculty-administration interaction and are under continuous evaluation by Jacksonville College in order to assume reasonable and fair limits.

While a student at Jacksonville College, the individual is expected to obey not only the rules and regulations of the College but also the laws of the United States, the state of Texas, Cherokee County, and the city of Jacksonville. In all cases of violation of either federal, state, or local laws, Jacksonville College reserves the right to proceed with its own disciplinary action independent of governmental charges of prosecution.

Prohibited Conduct

Certain conduct will not be tolerated at Jacksonville College. The College reserves the right

to decide whether or not conduct is tolerable. Students are expected to know the areas of prohibited conduct so they may abstain from inappropriate behavior. Violations of the Student Code of Conduct can result in warnings, citations, fines of \$25-\$350 for each offense, a conduct plan, ineligible housing status, suspension or expulsion from Jacksonville College. See [Student Disciplinary Procedure](#) for further details. Students who live on campus must abide by these rules plus additional rules and guidelines as set forth in [Residential Services](#). Prohibited conduct includes but is not limited to the following areas:

Dishonesty

Dishonesty includes cheating, plagiarism, and knowingly furnishing false information to Jacksonville College verbally or in print. Dishonesty is prohibited both in and out of the classroom.

Disorderly Conduct

Disorderly, lewd, indecent, and obscene conduct (including but not limited to creating a nuisance with noise in a way that is sufficiently loud enough to disturb other members of the Jacksonville College community) is prohibited.

Obstruction or Disruption

Obstruction or disruption of teaching, administration, disciplinary procedures, or other Jacksonville College activities, including its public service functions or other authorized activities of Jacksonville College, is prohibited.

Forgery, Alteration, Violation, or Misuse of Policies and Publications

Forgery, alteration, violation, or misuse of Jacksonville College policies, publications, documents, records, or identification as well as misuse and/or abuse of services such as financial assistance, arranged accommodations or modifications, and academic assistance provided by Jacksonville College is prohibited.

Failure to Comply with Officials

Failure to comply with reasonable directions of a Jacksonville College official or other public official's action in the performance of his or her duties (including but not limited to failure to provide identification or information when requested, failure to comply with required disciplinary actions, failure to cease actions which are violations, and/or failure to cooperate with College officials, including security) is prohibited. Failure to comply with stated and/or posted college policies and procedures is prohibited. Students are required to have their student IDs in their possession at all times while on campus.

Failure to Report Prohibited Actions

Failure to report actions prohibited by Jacksonville College policies and/or procedures and/or by federal, state, and/or local government is prohibited. Students should make all reasonable efforts to report any violations or prohibited conduct they witness or have knowledge of.

Violation or Conviction of a Law

Violation of any federal, state, or local law on campus is prohibited. Conviction of any off-campus violations of federal, state, or local laws, excluding traffic violations (including but not limited to violations of the law and prevention of situations which may create a clear and present danger or that are detrimental to the basic mission of Jacksonville College) is prohibited.

Damage to Property

Unauthorized use, theft, or damage to Jacksonville College's or someone else's property is prohibited. Students who damage property of Jacksonville College are financially

responsible to repair or replace the damaged property. In residences, damage to a room or structure will be equally assessed to all inhabitants unless the perpetrator acknowledges responsibility.

Unauthorized Use

Unauthorized entry to, or use of, Jacksonville College facilities, equipment, or resources is prohibited.

Tampering with Safety Equipment

Tampering with emergency evacuation, fire safety, or other safety equipment, turning in a false alarm regarding an emergency situation, or violating emergency, fire, and safety procedures is prohibited.

Theft or Abuse of Computer Time

Theft or other abuse of computer time (including but not limited to unauthorized entry into a file, modification of computer software or files for any purpose, unauthorized file transfer, use of another individual's identification and password, use of computing facilities or equipment to send, receive, or transport obscene, abusive, or pornographic messages or images, overloading or making the computer facilities nonfunctional [virus], or breaking into the computing facilities or "hacking") is prohibited.

Illegal Drugs and Alcohol

The use, possession, and/or distribution of alcohol or other illegal drugs is prohibited. The possession of empty containers of alcohol and/or any other drug and alcohol related paraphernalia on campus, including but not limited to student residences, is prohibited. For more information regarding Jacksonville College's Alcohol and Other Drug Policy, see the [Campus Safety Handbook](#) and click to view the [AOD Policy](#).

Firearms and Weapons

The use or possession of firearms, explosives, fireworks, ammunition, or any kind of weapon on campus, including toy weapons, is prohibited (an object may be defined as a weapon through design, actual use, or intended use, including toys or replicas of the same kind). Students may carry or possess a knife, such as a pocket knife, as long as the blade is not more than 2 1/2 inches long, it does not open automatically, and has only one sharp edge. Jacksonville College chooses to OPT OUT of Campus Carry. For more detailed information see the [Campus Residential Services Handbook](#).

Gambling

Gambling in any form is prohibited.

Tobacco

The possession or use of any kind of tobacco or tobacco related paraphernalia (including electronic cigarettes, i.e. vaping) is prohibited.

Abuse

Physical or verbal abuse (including but not limited to bullying) of any person or conduct which threatens or endangers the health or safety of any person is prohibited.

Harassment/Discrimination

Sexual and/or racial discrimination and/or harassment, including emotional and psychological harassment, is prohibited.

Sexual Misconduct

Behavior that is considered sexual misconduct, or inordinate display of affection that is offensive to high moral standards is prohibited. Heterosexual misconduct, homosexual

or bisexual behavior, transgenderism or relations in any form is/are prohibited. For more information, please see the section titled [Prohibited Physical Contact](#) and [Physical Conduct between Male and Female Students](#). For an overview of conduct that falls under Title IX provisions, please view the [Title IX/Sexual and Interpersonal Misconduct Policy](#).

Opposite Sex in Residences

Visitors of the opposite sex in male-only or female-only residences are prohibited.

Pornography

Pornography (including, but not limited to, printed or online books, literature, posters, clothing such as T-shirts, music, drawings or explicit artwork, or movies) is prohibited.

Foul Language

Using language that is foul and offensive according to campus morals is prohibited.

Inappropriate Media (Television, Movies, Music, Video Games, etc)

Television programs, movies, music, computer activities, video games, and/or all other media which are sexually explicit or contain foul language are prohibited.

Hazing

Hazing is prohibited per the hazing policy. "Hazing" is defined as "any intentional, knowing, or reckless act" committed by a person, whether individually or in concert with others, against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

Posting Personal Information

Posting personal information, inappropriate photographs, participating in online activity that defames fellow students, faculty, and/or staff, or any other violation of the [social media policy](#) is prohibited.

Communicating to the Media

Students are not allowed to communicate to the media without first receiving approval from the JC President.

Unauthorized Visitors

Unauthorized visitors to the campus are prohibited. Visitors must be approved by residential services staff and all visitors are expected to respect and abide by campus policies, posted regulations, and instructions authorized by campus personnel. For more information on visitor policy, please view the [Residential Services Handbook](#).

Violation of Campus Safe and Quiet Hours

The on-campus safe hours begin at 12:00 midnight and end at 6:00 a.m. All students must abide by the [campus safe hours](#) policies and procedures. Resident students must also abide by campus quiet hours, which reflect the current code of the City of Jacksonville - quiet hours begin at 10:00 p.m. and remain in place until 6:00 a.m. For more information on quiet hours, please view the [Residential Services Handbook](#).

Dress Code Violations

Violation of the [dress code](#) is prohibited. Students who violate this rule may receive a fine and be required to demonstrate compliance. Failure to comply and/or repeated

violations may result in expulsion.

Failure to Display Parking Permit

Students are required to display the Jacksonville College parking permit on their vehicles at all times.

Disrespect for the American Flag and the National Anthem

Students are expected to submit to the governing authorities and to honor their nation in accordance with Romans 13:1-7.

Abuse of the Student Disciplinary Process

Abuse of the student disciplinary process (including but not limited to failure to obey the directives of any Jacksonville College official, falsification, distortion, or misrepresentation of information in a hearing, and/or disruption or interference with the orderly conduct of a discipline proceeding) is prohibited.

Failure to Meet Standards Outlined in Residential Service Handbook

Including but not limited to: violation of the visitation policy, fire safety, room cleanliness standards, failure to follow written and verbal directives. For more information, please see the [Residential Services Handbook](#).

Social Media Policy

When using personal social media students should:

- Abide by all copyright laws

 - Students may not reproduce, screen-shot, modify, post, or redistribute content (text and images) that does not belong to you, including class materials.

- Respect privacy laws and personal boundaries

 - Students may not take, post, or share photographs or videos of students, faculty, employees, or campus that mock, exploit, defame, or otherwise violate others' personal privacy

- Protect Jacksonville College branding and voice

 - Students may not alter or abuse college materials, including but not limited to the logo, branding, or other college images and materials.

- Adhere to the Jacksonville College code of conduct and all regulations found in the Student Handbook

 - Any information posted on social media sites is subject to disciplinary action if not compliant with the expectations of Jacksonville College.

Campus Safe Hours

As part of our efforts to provide a safer and more secure campus, Jacksonville College maintains on campus safe hours. Given the unique nature of an open campus property within a city neighborhood, this policy is in place to provide for the safety of our students, employees, and visitors. The on-campus safe hours begin at 12:00 midnight and end at 6:00 a.m. During these times, students are not allowed to be out on the campus grounds, moving from building to building, or in any residence or campus building other than their assigned residence. Loitering on campus during overnight hours is prohibited. Students are allowed to be off-campus after these hours and may come and go off of campus property, but as a student enters the campus during these established times they must go directly to their assigned

residence. Security may be called to provide a safe entrance into the student's assigned residence.

Student Dress Code

While Jacksonville College recognizes that clothing reflects individuality and personal taste, students are expected to dress modestly and neatly at all times. In keeping with the Christian values of this institution, students should dress in a manner that honors God and demonstrates respect for self and others. This practice applies anywhere on campus when outside of student residences. While inside student residences clothing, including robes and similar garments, must cover the body when traveling to and from restroom and shower facilities. Faculty and staff retain the right to set standards within their own areas of responsibility. Students are encouraged to dress appropriately off-campus when in public as representatives of Christ and of Jacksonville College. Students who violate the dress code will receive a fine for each occurrence.

All clothing for both men and women should cover the body modestly.

Exposed cleavage, uncovered midriffs, sagging pants, enlarged arm openings, and excessively tight or short clothing, regardless of posture, is prohibited.

Undergarments must be completely covered by outer clothing at all times.

Footwear is to be worn at all times outside the resident facilities.

Clothing primarily intended as sleepwear, such as pajama pants, is not appropriate outside the resident facilities, except during pre-approved student activities. Loungewear, such as joggers or sweatpants, are acceptable.

Caps, hats, and hoodies may not be worn inside the chapel.

Body art that may be offensive to others and contrary to our Christian values, such as sexually explicit or violent images, must be concealed at all times while on campus or during Jacksonville College sponsored activities.

Exposed body piercings (except earrings) are not acceptable during Jacksonville College sponsored activities.

Jacksonville College reserves the right to determine what is and is not appropriate dress while on the campus of Jacksonville College and during College-related sports extracurricular activities and performances. The College expects students to project well-groomed, neat appearances. Students who do not comply with the dress code must cooperate with any faculty/staff and/or school official who asks them to change clothes or prevents them from entering the instructional space because of inappropriate dress. Students who fail to comply with faculty/staff and/or school officials' requests concerning the dress code are subject to disciplinary consequences as stated in this handbook. Faculty/staff and/or school officials shall submit an incident report when a student does not follow the rules of the dress code. The Dean of Students and/or security shall discuss this matter with the student and levy the appropriate disciplinary consequence(s) as deemed necessary.

Prohibited Physical Contact

Jacksonville College stands firmly upon the belief that relationships should be kept on a highly moral plane. Students may not engage in behavior that is considered sexual misconduct, sexual harassment, or inordinate display of affection that is offensive to good

taste. Student residences are segregated according to male or female students. Persons of the opposite sex are not allowed in each other's housing. Sexual activity between unmarried individuals on the Jacksonville College campus is forbidden. Students violating these sexual misconduct guidelines risk expulsion.

Physical Contact between Male and Female Students

Students at JC are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Toward this end, the College may subject to disciplinary action any student who engages in the following:

- Sexual activity with a person other than his or her spouse

- Sexual activity with a person of the same sex

- Touching, caressing, and other physical conduct of a sexual nature that is inappropriate to the time and place in which it occurs

- The possession or viewing of pornographic material

For more information regarding the Title IX/Sexual Misconduct Policy and to view the full policy, click [here](#).

Student Disciplinary Procedure

Any student who is reported for engaging in prohibited conduct will receive disciplinary consequences as stated in this handbook. Any administration/faculty/staff member should report behavioral issues via the Incident/Information Report. The Dean of Students presides over the implementation of the student disciplinary procedures, including referral to the Deans Council. Warnings, citations, fines, and/or conduct plans will be administered according to the [Conduct Violation Process](#) and [Code of Conduct Violation Policy](#). The student shall receive an electronic copy of any written warnings, citations, or conduct plans once issued.

A student may follow the [Student Appeals Process](#) to appeal a decision rendered by Jacksonville College personnel, including assigned disciplinary consequences for Code of Conduct and Academic Integrity Code violations, Title IX determinations or decisions, or the outcome of a grade dispute matter. The appellant is responsible for providing a thorough explanation and evidence for their appeal on this form. An appeal must be made within 7 calendar days of a levied consequence, determination, decision, or outcome. Appeals do not guarantee automatic reversal of a decision; appeals are referred to an appellate panel and their decision is final.

Appeals must be based on one of the following categories:

- A procedural irregularity that affected the outcome of the matter

- New evidence that was not available at the time of the outcome of the matter

- A conflict of interest or bias that affected the outcome of the matter

- The outcome of the matter was arbitrary or capricious

A student who disagrees with the established Jacksonville College rules, regulations, or policies may follow the [Student Grievance Procedure](#).

When an offense is illegal, unethical, or immoral, a student may be removed immediately when in the best interest of the College or student or because of safety concerns. Any prohibited conduct is subject to disciplinary consequences.

Disciplinary Consequences

Possible disciplinary consequences for an alleged act of misconduct can result in one or more of the following:

- Verbal/written warning

- Written citation

- Assessed fine (not exceeding \$350 for a single offense, plus the cost of any repairs needed)

- A Conduct Plan which may include:

 - A letter of apology

 - Community or campus service

 - Counseling or support group participation

 - Substance abuse measures or programs

 - A written or verbal presentation

 - Restrictions

 - Loss of campus privileges

 - Housing modifications

 - And/or a combination of any of these measures

- Ineligible housing status

- Academic and/or activity suspension or expulsion from Jacksonville College

Student Appeals Process

A student who has been issued any disciplinary consequence(s) for misconduct has the right to make an appeal to further discuss the appropriateness of the disciplinary consequence(s). The Student Appeals Process is a formal set of guidelines, as outlined below, in order for the student to exercise his or her full rights to discuss any levied disciplinary consequence(s). A student who does not follow the appeals process correctly or within the allotted time frame mentioned in the guidelines forfeits his or her appeal and the disciplinary consequence(s) carries (carry) as issued.

If a student desires to make an appeal, then he or she can make an appeal using the [Appeal Form](#) within seven calendar days of the disciplinary consequence being issued. For Level I Code of Conduct violations, the appeal will be assigned to the Deans Council. For Level II and III violations, appeals will be assigned to the Cabinet. Failure of the student to file an appeal within seven calendar days will be understood to mean that the student accepts the disciplinary consequence(s).

The student, with or without representation, may be invited to appear before the Deans Council or Cabinet. Only the student may respond to questions the Deans Council or Cabinet may have. Within five calendar days after the interview, if one is held, the Deans Council or Cabinet will respond to the student in writing via the student's JagMail account regarding the status of the requested appeal and all related decisions. The decision of the Deans Council or Cabinet is final.

Appeals do not guarantee an automatic reversal of a decision; a decision may be made to:

- Uphold the original decision

- Modify or cancel the decision or action

In cases involving immediate suspension or expulsion from Jacksonville College, the student may not be allowed to attend courses or any campus events sponsored by Jacksonville College during the appeals process.

Violation by the student of any official published rules or guidelines of Jacksonville College

and/or federal, state, or local laws occurring while the appeals process is ongoing will end the process, and the original decision will be upheld.

A student whose presence poses a continuing danger to persons, property, and the educational environment may be immediately removed from Jacksonville College and lose all Jacksonville College privileges.

Student Grievance Procedure

Any student who has a complaint alleging an infraction of established Jacksonville College rules, regulations, policies, or an injustice in matters of student, academic, athletic, or residential life should follow the Student Grievance Procedure. The grievance procedure is used by a student to request action regarding a concern. The student initiating the grievance may discuss his or her complaint informally with the appropriate Dean by making an appointment:

Academic Dean: grievances concerning admissions and academics

Dean of Students: grievances concerning rules, regulations, and student life

Director of Student Services: grievances concerning residential and food services

Athletic Director: grievances concerning athletics

If an agreement is reached with respect to the student's request, no further action will be taken. If not, the student may submit a formal [Student Grievance](#). Student Grievances will then be referred to the Deans Council for review. The student may be called to present evidence relevant to the grievance raised and may be assisted or represented at the hearing by persons of his or her choice, including attorneys at the student's expense.

Note: if the student concern pertains to a grade, the student may submit a formal [Grade Dispute](#). If the student concern pertains to an assigned disciplinary consequence, the student may submit a [Appeal Form](#). A specific process regarding a grade dispute can be found in the [Jacksonville College Course Catalog](#). A specific process regarding the appeal of a disciplinary consequence can be found in the previous section of the [Jacksonville College Student Handbook](#). The section is entitled "Student Appeals Process."

Additional resources: [Texas Higher Education Coordinating Board \(THECB\)](#) and [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#)

Title IX/Sexual and Interpersonal Misconduct Policy (T9/SIM Policy)

Overview

Jacksonville College (JC) is committed to providing a safe and nondiscriminatory learning, living, and working environment for all members of the College community. JC reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the College community.

Jacksonville College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator.

Jacksonville College's Non-Discrimination Policy is committed to providing a safe and nondiscriminatory learning, living, and working environment for all members of the College community. Jacksonville College does not unlawfully discriminate on the basis of race, color, national or ethnic origin, disability, age, religion, genetic information, veteran or military status,

sex, or any other basis on which the College is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other college-administered programs and it does not tolerate unlawful discrimination or harassment on the basis of sex. No person at Jacksonville College will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, sexual harassment, or sexual misconduct under any education program or activity.

In order to fulfill its purpose, the College may legally discriminate on the basis of religion in employment. The College has also been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the College's religious tenets.

The College will comply with:

- Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in the College's programs and activities, and Title IX regulations issued in May 2020;
- the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA);
- Title VII of the Civil Rights Act of 1964;
- Chapter 21 of the Texas Labor Code; Chapter 40, Section 819 of the Texas Administrative Code; pertinent provisions of the Texas Education Code, and other applicable law.

As a religiously controlled institution of higher education, JC is also entitled to statutory and constitutional protections for its religious liberty that exempt it from certain provisions of civil rights laws, including but not limited to:

- The religious organization exemption under Title VII of the Civil Rights Act of 1964, for additional reference click [here](#).
- The religious exemption to Title IX of the Education Amendments of 1972, and The Free Exercise Clause of the First Amendment to the United States Constitution, among others.

The College is guided by the Bible and shall teach and operate in accordance with the [Doctrinal Statement](#) adopted by the churches of the Baptist Missionary Association of Texas..

This policy sets forth the procedures that will be used to investigate and respond to reports of Prohibited Conduct. The College will respond, in a way that is not deliberately indifferent to reports about Prohibited Conduct with measures designed to eliminate the conduct, prevent its recurrence, and remedy any adverse effects of the conduct on individuals, members of the campus community, or College-related programs or activities. In addition, the College will offer supportive measures that are designed to restore or preserve equal access to JC programs and activities and protect individual and campus safety. §106.44(a).

Within the bounds of applicable law, the College will make reasonable efforts to investigate and address reports of Prohibited Conduct, regardless of how the information was brought to the College's attention or the extent to which the complainant wishes to participate or be involved. See [Balancing Complainant Autonomy with College Responsibility to Investigate](#).

Jacksonville College's Sexuality and Gender Statement is directed by its mission to provide a Christ-centered education that prepares students to lead meaningful lives that transform the world. With the mission of JC as guidance for all institutional goals, it is of utmost importance that JC instills in its students a Christ-centered view of education, life, and human sexuality.

Using the premise that human sexuality is a gift from God and applying biblical principles as the foundation for an understanding of human sexuality, JC strives to educate students regarding the purpose of this gift. JC believes that God gifted human sexuality for the purpose of procreation and for creating a strong, unified marital bond between one man and one woman. Students and employees at JC are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Toward this end, the College may subject to disciplinary action any student or employee who engages in the following:

- Sexual activity with a person other than his or her spouse

- Sexual activity with a person of the same sex

- Touching, caressing, and other physical conduct of a sexual nature that is inappropriate to the time and place in which it occurs

- Participation in advocacy groups and/or activities that are contrary to JC scriptural beliefs about human sexuality

- The possession or viewing of pornographic material

The actions listed above violate the College's commitment to sexual purity in line with its scriptural beliefs about human sexuality. These types of violations are covered more fully in the Student Code of Conduct section of Jacksonville College [Student Handbook](#) and [Personnel](#), containing the disciplinary consequences for such violations.

While Jacksonville College encourages adherence to the College's [Sexuality and Gender Statement](#), the College recognizes that each student will make independent decisions about their own conduct. The College expects students to reflect Christ-like character, conducting themselves in a manner consistent with biblical principles. The College prioritizes the reporting of sexual assault, and under no circumstances will a complainant, respondent, or witness who provides information about an alleged sexual assault or other Prohibited Conduct be charged with student conduct violations related to the [Sexuality and Gender Statement](#), regardless of the outcome. Additionally, the College will not pursue disciplinary measures against anyone for disclosing personal consumption of alcohol or drugs (underage or illegal) during good faith reporting or resolution processes, provided that such consumption does not endanger another person's health or safety.

All JC students and employees have access to [Confidential Resources](#) for support and guidance, whether or not they choose to report to the College or engage in a resolution process.

The College's Title IX Coordinator

The Title IX Coordinator coordinates the College's compliance with Title IX and related provisions of the Clery Act. The Title IX Coordinator oversees the College's centralized response to all reports of Prohibited Conduct to ensure consistent implementation of this policy and compliance with federal and state law.

The Title IX Coordinator will:

- Notify applicants for admission and employment, students, employees and other members of the college community the following information applicable to the Title IX Coordinator for Jacksonville College:

- Ashley Bristow

- Title IX Coordinator

- Jacksonville College

- 105 B.J. Albritton Drive

- Jacksonville, Texas 75766

- title9@jacksonville-college.edu

(903) 586-2518

Communicate with all members of the College community regarding applicable law and policy and provide information about how individuals may access reporting and support options.

Review applicable College policies to ensure institutional compliance with applicable federal and state law.

Monitor the College's administration of its own applicable policies, including record keeping, adherence to timeframes, and other procedural requirements.

Conduct or arrange for training regarding Title IX, related provisions of the Clery Act (as amended by VAWA), and Prohibited Conduct defined in this policy.

Respond as appropriate and within the bounds of the law to any report regarding conduct that may violate this policy. In this capacity, the Title IX Coordinator shall oversee the investigation and resolution of such alleged misconduct, direct the provision of any interim or supportive measures (including oversight of the failure to abide by an interim or supportive measure), and monitor the administration of any request for review of the finding.

Inquiries about Title IX and the Clery Act may be referred to Jacksonville College's Title IX Coordinator; the United States Department of Education, Clery Act Compliance Division (at clery@ed.gov); the United States Department of Education, Assistant Secretary for Civil Rights at the Office for Civil Rights (at OCR@ed.gov or 800-421- 3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or 800-669- 4000). Concerns related to employment or housing discrimination may also be addressed to the Texas Workforce Commission (at 888-452-2642 or www.twc.state.tx.us/programs/civil-rights-program-overview).

Scope of this Policy

Students and Employees

This policy governs the conduct of JC students, regardless of enrollment status, as well as faculty and staff.

Third Parties

Third parties (nonmembers of the College community, such as vendors, alumni/ae, and visitors) may report potential policy violations committed by a member of the College community. The College will investigate and respond to such conduct consistent with its authority over the respondent. A third party may be subject to investigation and/or other actions for alleged violations of this policy, including potential exclusion from areas or activities controlled by the College for failing to comply with this policy. The College may take such action without providing the full rights and processes afforded to JC community members.

Complaints by third parties that constitute Code of Conduct Violations may be investigated at the College's discretion. If an investigation ensues, the consequences for Code of Conduct Violations may apply.

Procedures

Various procedures provided in this policy may be used to address Prohibited Conduct that occurs:

- on campus or College property;
- in the context of any College-related or sponsored education program or activity, regardless of the location (including travel, or internship programs);
- by a JC student under the Student Code of Conduct;

by a JC employee;
through the use of College-owned or provided technology resources; or
when the conduct has a nexus to the College, such as continuing adverse effects
or the creation or continuation of a hostile environment on campus.
Jurisdiction

The Title IX Coordinator will review each report to determine the College's jurisdiction over the allegations and whether disciplinary authority exists over the respondent or the conduct. For reported conduct occurring off campus without a nexus to the College or Collegesponsored programs, the College's ability to investigate and impose disciplinary action may be limited based on its authority and the information available.

If the College lacks disciplinary authority over the respondent, it will still take reasonable steps to support the complainant through interim or supportive measures and assist in identifying external reporting mechanisms.

Definitions

This policy uses the terms actual knowledge, complainant, formal complaint, respondent, notice, party, third party, and witness as follows:

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the College with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in §106.8(a). Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under §106.8(a), and by any additional method designated by the College.

As used in this policy, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this part or under §106.45, and

must comply with the requirements of this part, including §106.45(b)(1)(iii). Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Notice is, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

Party or parties may also be used to refer to a complainant or respondent participating in a resolution process.

Third party refers to an individual who is not a College student, faculty member, or staff member (e.g., vendors, alumni/ae, volunteers, or visitors).

Witness refers to an individual who may have information relevant to a report of Prohibited Conduct. A witness may be a student, an employee, or a third party.

Coordination with Other Policies

This policy addresses discrimination on the basis of sex as it relates to Title IX Sexual Harassment and Code of Conduct Violations as defined in more detail below. Sex discrimination (not based on harassment or violence), and harassment based on race, color, nationality or ethnic origin, age, disability, or other protected characteristic are governed by the College's [Non-Discrimination Policy](#).

This policy prohibits:

sexual harassment as defined by Title IX ("Title IX Sexual Harassment"); and certain other forms of sexual and interpersonal misconduct not covered by Title IX (e.g., certain types of sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, retaliation, and complicity ("Code of Conduct Violations")) (collectively referred to in this policy as Prohibited Conduct).

These forms of Prohibited Conduct are harmful to the well-being of our community and its members, the learning and working environment, and collegial relationships among our students, faculty, and staff.

Findings of violations of Prohibited Conduct under this policy may result in discipline, including potential separation from the College and/or referral to separate consequences that could result in termination of employment. Some forms of Prohibited Conduct may also violate state and federal laws, and criminal prosecution may occur independently of any College process. In addition, the conduct of students, employees, and faculty is governed by the following policies.

[Student Code of Conduct](#)

Applies to all other forms of student misconduct (e.g., alcohol or other drug use, threats or physical abuse, possession of firearms, etc.)

Overseen by Dean of Students

[Sexuality and Gender Statement](#)

Sets general expectation for JC students, faculty, and staff that sexual intimacy will be expressed consistently with the biblical understanding of human sexuality

[JC Personnel Policies](#)

Sets the standards of personal conduct for all employees, including faculty and staff

Includes the staff disciplinary and grievance policies

[Policy on Personal and Professional Relationships](#)

Prohibits romantic and/or sexual relationships between employees and

students, and employees and any individual whom that person supervises or evaluates in any way

When reported conduct may violate both this policy and another College policy, the College may choose to investigate under this policy's procedures rather than the usual procedures for other College policies, provided that this does not unduly delay a prompt and equitable resolution.

Prohibited Conduct

When determining whether reported conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the reported conduct and the context in which it occurred. Prohibited Conduct can be committed by individuals of any sex and can occur between individuals of the same or different sexes/genders. It may arise between strangers, acquaintances, or individuals involved in intimate, sexual, dating, domestic, or familial relationships. This policy prohibits various forms of conduct, collectively referred to as Prohibited Conduct, including attempts to commit such misconduct.

Title IX Sexual Harassment

"Title IX Sexual Harassment" is a subset of Prohibited Conduct. Under Department of Education regulations (see 34 C.F.R., Part 106) issued in 2020 to implement Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., the College is required to prohibit certain forms of sexual harassment as defined in those regulations. Title IX Sexual Harassment is Prohibited Conduct of the following types committed by or against Students and/or Employees in an education program or activity of the College, in the United States. Prohibited Conduct meets the definition of Title IX Sexual Harassment when:

- An Employee conditions the provision of an aid, a benefit, or a service on another Employee's or a Student's participation in unwelcome sexual conduct (i.e., [Quid Pro Quo sexual harassment](#));

- A Student, Employee, or Third Party (to the extent applicable) engages in unwelcome conduct on the basis of sex that would be determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies another person equal access to the College's programs or activities;

- A Student, Employee, or Third Party engages in [Sexual Assault](#), [Domestic Violence](#), [Dating Violence](#), or Sexual and/or Gender-based [Stalking](#) as defined below; and

- The alleged conduct was perpetrated against a person in the United States; and
- The conduct took place within the College's programs and activities. Conduct takes place within the "College's programs and activities" when that conduct occurs:

 - in a location, at an event, or in a circumstance where the College exercises substantial control over both the respondent and the context in which the conduct occurs; or

 - in any building owned or controlled by a student organization recognized by the College. Events that occur off campus or in locations with no connection to the College are unlikely to be considered a College program or activity.

The following Prohibited Conduct definitions apply for purposes of the definition of Title IX Sexual Harassment.

Title IX Quid Pro Quo Sexual Harassment

Quid pro quo sexual harassment is conduct on the basis of sex by which an employee of the College conditions the provision of an aid, benefit, or service of the College on a student's or employee's participation in unwelcome sexual conduct.

Title IX Severe, Pervasive, and Objectively Offensive Sexual Harassment

Severe, pervasive, and objectively offensive sexual harassment is conduct on the basis of sex that constitutes unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student or employee equal access to the College's education program or activity.

Title IX Sexual Assault

As required by the May 2020 Title IX regulations, the definition of Title IX Sexual Assault is any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Additionally, this policy incorporates the definitions of the FBI's Uniform Crime Reporting (NIBRS) program, as follows:

Rape

The carnal knowledge of a person (i.e., penile-vaginal penetration, without the consent of that person,
Oral or anal sexual intercourse (i.e., penile penetration) with another person, without the consent of that person, and/or
To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person. An "object" or "instrument" is anything other than a penis.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of that person (for purposes of this definition, "private body parts" means a person's breast(s), buttocks(s), genitals, or other intimate parts, and prohibited fondling may be over or under clothing).

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent. Under Texas law, individuals younger than 17 years of age are legally incapable of giving consent to sexual penetration or contact by an adult (someone 18 years of age or older) who is three or more years older than the individual.

Title IX Domestic Violence

Title IX domestic violence is conduct that constitutes a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the complainant;
- By a person with whom the complainant shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
- By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

or

By any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as domestic violence, the relationship between the complainant and the respondent must be more than just two people living together as roommates. They must be current or former spouses or have an intimate relationship.

Title IX Dating Violence

Title IX dating violence is conduct that constitutes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party's statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

Title IX Stalking

Title IX Stalking for purposes of the Title IX Sexual Harassment definition is conduct on the basis of sex that constitutes a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

Course of conduct means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Texas Student Sexual Harassment

This definition of sexual harassment will be used in addition to and when formal complaints of student-on-student Title IX Sexual Harassment are mandatorily dismissed. TX Educ. Code §51.251. This definition applies to all complaints in which the Respondent is a student:

Unwelcome,

Sex-based,

verbal or physical conduct that,

is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities.

Texas Employee Sexual Harassment

This definition of sexual harassment will be used in addition to and when formal complaints of Title IX Sexual Harassment involving an employee Complainant are mandatorily dismissed.

Texas Labor Code Subchapter C-1. This definition applies to all complaints in which any party is an employee:

- unwelcome sexual advances,
- request for sexual favors,
- or any other verbal or physical conduct of a sexual nature if:
 - submission to the advance, request, or conduct is made a term or condition of an individual's employment, either explicitly or implicitly;
 - submission to or rejection of the advance, request, or conduct by an individual is used as the basis for a decision affecting the individual's employment;
 - the advance, request, or conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - the advance, request, or conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Code of Conduct Violations

The College prohibits specific sexual misconduct by any faculty, staff, or student and will classify conduct violating this policy that does not fit within Title IX or Texas law as Code of Conduct Violations. Code of Conduct Violations will be handled according to Student Handbook or Personnel, as applicable, for the items below.:

- Sexual activity with another person outside a monogamous heterosexual marriage between one biological male and one biological female;
- Inappropriate touching, caressing, or other physical conduct of a sexual nature contrary to JC's scriptural beliefs about human sexuality;
- Participation in advocacy groups or activities contradicting JC's scriptural beliefs regarding human sexuality;
- Possession or viewing of pornographic material;
- Other expressions or actions inconsistent with JC's scriptural beliefs about human sexuality and gender as articulated in JC's Statement on Sexuality;

Title IX complaint procedures will be utilized for cases falling under the items below:

- Sexual Inappropriate Conduct or Sexual Exploitation, as defined in this policy; or
- Other sexual misconduct cases, including sexual assault, violence, harassment, discrimination, domestic or dating violence, stalking, sexual exploitation, and sexually inappropriate conduct defined in this policy that do not meet geographic or other criteria to be handled as Title IX cases or Texas law cases, but that nonetheless weigh in favor of JC protecting its faculty, staff, students, and visitors by exercising jurisdiction over the case.

Retaliation §106.71

Retaliation involves intimidating, threatening, coercing, or discriminating against any individual to interfere with any rights or privileges secured by Title IX or its implementing regulations—particularly against those who have made a report or complaint, testified, assisted in, or refused to participate in any investigation, proceeding, or hearing regarding Prohibited Conduct. This includes intimidation, threats, or discrimination related to any code of conduct violations that do not pertain to sex discrimination or harassment but arise from the same facts or circumstances as a report of sex discrimination or sexual harassment.

Charging an individual with a code of conduct violation for making a materially false statement

in bad faith during the grievance process does not constitute prohibited retaliation; however, a determination of responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith. The College will not tolerate intentional false reporting of incidents. Filing a false report violates Jacksonville College Student Handbook policies and may also breach state criminal statutes and civil defamation laws.

Additionally, under Texas Education Code §51.254, the College will not discipline or discriminate against any employee or student for good faith reporting of Prohibited Conduct to the Title IX Coordinator, cooperating with investigations, or resolutions related to such reports. Concerns or questions about retaliation should be reported immediately to the College's Title IX Coordinator. Complaints alleging retaliation may be filed through the Title IX Sexual Harassment procedure.

For retaliation regarding Code of Conduct Violations, students should file an incident report, while employees should contact Human Resources to report retaliation

Complicity

Complicity refers to any act that knowingly aids, facilitates, promotes, or encourages the commission of Prohibited Conduct by another person.

Supportive Measures

Supportive Measures are nondisciplinary, nonpunitive individualized services offered as appropriate and reasonably available, without fee or charge to the complainant or respondent, before or after the filing of a formal complaint or when no formal complaint has been made. These measures aim to restore or preserve equal access to the College's educational programs or activities without unreasonably burdening the other party. They may include measures designed to protect the safety of all parties or the educational environment and deter sexual harassment.

For a list of supportive measures the College may employ, see [Supportive Measures Process](#). The College must maintain confidentiality regarding supportive measures provided to the complainant or respondent, as long as confidentiality does not impair the College's ability to provide these measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Consent and Incapacitation

The following definitions clarify key terminology as used throughout the policy and apply to both Title IX Sexual Harassment and Code of Conduct Violations.

Consent

Consent is defined as the voluntary, informed, and freely given agreement, expressed through words and/or actions, to participate in mutually agreed-upon activities. It occurs when each partner willingly and affirmatively chooses to engage.

In evaluating whether consent was freely sought and given, the College will consider the presence of any force, threat of force, coercion, or intimidation; whether the complainant had the capacity to give consent; and whether the communication (through words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as an indication of willingness to engage in a specific act.

Coercion refers to the use of an unreasonable amount of pressure to gain sexual access.

Coercion exceeds mere persuasion, enticement, or attraction. When a person clearly indicates they do not wish to participate in a particular activity or expresses, through words or actions, a desire to stop or not progress beyond a certain interaction, further pressure can be considered coercive. In assessing whether coercion was used, the College will evaluate:

- The frequency of the pressure applied;
- The intensity of the pressure;
- The degree of isolation experienced by the person being pressured; and
- The duration of the pressure.

Consent cannot be obtained through physical force or when there is a reasonable belief of the threat of physical force, nor can it be obtained by overcoming the physical limitations of another person.

Important points regarding the totality of the circumstances concerning consent include:

- Consent to one act does not automatically constitute consent to another act.
- Consent given on a prior occasion does not imply consent for future occasions.
- Consent to engage in an act with one person does not imply consent to engage in that act with any other person.
- The existence of a prior or current relationship does not, by itself, constitute consent; mutual consent is required even in a relationship.
- Silence, passivity, or lack of resistance should not be interpreted as consent.
- Communication is essential to understanding whether consent is present during the progression and/or regression of intimate interactions.
- Once consent is established, an individual who wishes to withdraw consent should do so clearly through words or actions.
- Consent can be withdrawn or modified at any time, and the activity must cease immediately once consent is withdrawn.

Under Texas law, individuals younger than 17 years are legally incapable of giving consent to sexual penetration or contact by an adult (someone 18 years of age or older) who is three or more years older than the individual.

Incapacitation

Incapacitation refers to the inability, either temporarily or permanently, to give consent due to a person's mental and/or physical helplessness, whether voluntary or involuntary, or because the individual is unconscious, asleep, or otherwise unaware that an activity is occurring. An individual is considered incapacitated if they are unaware of their surroundings, including where they are, how they arrived, or why they are engaged in an act.

The use of alcohol or other drugs can impair judgment and lead to confusion about whether consent is effectively sought and freely given. Incapacitation encompasses a state beyond mere drunkenness or intoxication. Determining whether an individual is incapacitated requires a thorough assessment, as the effects of alcohol and drugs vary between individuals.

The College does not expect community members to act as medical experts in identifying incapacitation. However, individuals should be vigilant for common and clear signs indicating that someone may be incapacitated or approaching that state. Signs of intoxication may include clumsiness, difficulty walking, poor judgment, trouble concentrating, slurred speech, vomiting, combativeness, or emotional volatility. An incapacitated person may be unable to respond adequately to questions such as:

"Do you know where you are?"
"Do you know how you got here?"
"Do you know what is happening?"
"Do you know whom you are with?"

An individual's level of intoxication can fluctuate based on various factors, including the quantity of substances consumed, the speed of consumption, body mass, and metabolism. It's important to note that the mere amount of alcohol or drugs consumed does not, by itself, ascertain incapacitation under this policy.

Alcohol consumption can also lead to memory impairment, sometimes referred to as "blackouts" or "brownouts." A person may exhibit symptoms of intoxication while appearing to function normally, possibly communicating interest in sexual conduct. Whether engaging in sexual conduct with someone who is "blackout" constitutes Prohibited Conduct depends on observable factors indicating that the person is incapacitated, as described previously. Total or partial loss of memory alone, without further evidence, may not substantiate a claim of incapacitation under this policy.

Evaluating Consent in Cases of Reported Incapacitation

When the information raises the possibility that the complainant was incapacitated, the College will evaluate two key questions:

Did the respondent know that the complainant was incapacitated?
If not, should a sober, reasonable person in the respondent's circumstances have known that the complainant was incapacitated?

If the answer to either question is "yes," the complainant could not consent, indicating a likely violation of this policy.

A respondent's voluntary intoxication is never an excuse or defense for Prohibited Conduct and does not diminish the responsibility to ensure that the other person has given consent and has the capacity to do so.

Confidentiality, Qualified Confidentiality, Privacy, and Reporting Responsibilities

Privacy and confidentiality are crucial elements of this policy and may affect individuals in varying ways. While these concepts are related, they have distinct definitions outlined below.

Confidentiality

Confidentiality refers to the protections afforded to information disclosed within legally protected or privileged relationships under Texas state law. This includes communications with licensed professional mental health counselors, licensed medical professionals, and ordained clergy. These confidential resources are permitted to engage in confidential communications when information is shared within the context of providing professional services.

When an individual shares information with a confidential resource—whether on campus or in the community—as part of a protected relationship, that resource cannot disclose the information (including whether the individual has received services) to any third party without the individual's written consent, unless there are ethical or legal obligations that require disclosure. Examples of such circumstances include:

The individual provides written consent for the disclosure.
There is an imminent risk that the individual may cause serious physical harm to

themselves or others.

The information concerns suspected abuse or neglect of a minor under the age of 18.

Medical and counseling records are classified as privileged and confidential documents.

In accordance with the Title IX regulations effective May 2020, the College will not access, consider, disclose, or use a party's privileged records or require, allow, or rely on questions or evidence that relate to information protected under a legally recognized privilege unless the privilege has been waived by the holder.

Under Texas law, the identity of the following individuals is deemed confidential:

Alleged victims of sexual harassment, sexual assault, dating violence, or stalking reported to the College.

Individuals who report such conduct to the College, seek guidance regarding an incident, or participate in the institution's investigation.

Individuals alleged to have committed or assisted in the commission of sexual harassment, sexual assault, dating violence, or stalking if, after an investigation, the College determines the report is unsubstantiated or without merit.

Unless waived in writing, this means that such identities may only be disclosed to:

Employees or contractors necessary to conduct an investigation or related hearings.

Law enforcement officers conducting a criminal investigation.

Health care providers in emergencies deemed necessary by the College.

The respondent as necessary for the resolution process.

Potential witnesses necessary for the investigation.

As previously noted, information regarding incidents of sexual harassment, sexual assault, dating violence, or stalking disclosed to a health care provider is confidential. The provider may share this information only with the alleged victim's consent, except when aggregate data or nonidentifying information must be provided to the College's Title IX Coordinator.

Qualified Confidentiality and Privacy

The Title IX regulations effective May 2020 indicate that certain information is generally treated confidentially, except as qualified by the regulations. For instance, Jacksonville College must maintain as confidential:

Any supportive measures provided to a complainant or respondent, as long as such confidentiality does not impair the institution's ability to provide those measures.

The identity of any individual who reports or complains about sex discrimination, including formal complaints of sexual harassment.

Any complainant, known perpetrator, respondent, or witness, except as allowed by the Family Educational Rights and Privacy Act (FERPA) or as required by law to carry out the purposes of the Title IX regulations, including investigations and hearings.

This provision means that discretion will be exercised by the College during investigations or

processes following this policy. Information pertaining to reports of Prohibited Conduct will be shared only with a limited group of College employees who need to know to assist in the assessment, investigation, and resolution of related issues. College employees are trained to safeguard private information, and the College will make reasonable efforts to address reports of Prohibited Conduct under this policy.

The privacy of student education records is governed by FERPA, while individual medical records are usually protected under the Health Insurance Portability and Accountability Act (HIPAA) and relevant Texas Health & Safety Code provisions. Employee personnel records in Texas are governed by the Texas Labor Code.

Reporting Responsibilities §106.30, §106.45

A College with actual knowledge of sexual harassment in a College education program or activity against a person within the United States must respond promptly in a manner that is not deliberately indifferent. A College is considered deliberately indifferent if its response to sexual harassment is clearly unreasonable given the known circumstances.

For the purposes of this policy, “education program or activity” includes locations, events, or circumstances under the substantial control of Jacksonville College concerning both the respondent and the context of the sexual harassment. This also includes any building owned or controlled by a student organization officially recognized by a postsecondary institution.

Jacksonville College will treat complainants and respondents equitably by offering supportive measures to complainants and following a grievance process that complies with Title IX regulations before imposing any disciplinary action against a respondent

The Title IX Coordinator must promptly:

- Reach out to the complainant to discuss the availability of supportive measures.
- Consider the complainant's preferences regarding supportive measures.
- Inform the complainant about the availability of supportive measures with or without a formal complaint.

- Explain the process for filing a formal complaint.
- Consider the complainant's wishes with respect to supportive measures,

Employees Responsible Reporting Requirement TX Educ. Code §51.290; §51.250

Texas law mandates that any employee of a Texas college report to the Title IX Coordinator any information about an alleged incident of sexual harassment, sexual assault, dating violence, or stalking involving a person enrolled at or employed by the institution at the time of the incident. The law stipulates termination of employment for employees who fail to report such incidents and imposes criminal penalties of up to one year in jail.

This reporting obligation applies when an employee receives information about an incident that reasonably constitutes sexual harassment, sexual assault, dating violence, or stalking. The report must include all information known to the employee that would be relevant to the investigation or redress of the incident, including whether the alleged victim desires confidentiality. A request for confidentiality does not absolve the employee of the obligation to report.

Employees should not investigate or make judgments about the information they receive to determine if it meets the definitions of misconduct. All instances of alleged misconduct that could reasonably constitute sexual harassment, sexual assault, dating violence, or stalking

must be reported to the Title IX Coordinator.

The Title IX Coordinator will share details about all reports alleging Clery Act reportable crimes in compliance with reporting requirements. Responsible employees may provide support to a complainant, witness, or respondent but cannot promise confidentiality or withhold information about Prohibited Conduct.

Anonymous Notice TX Educ. Code §51.250

Employees may not provide anonymous notice (i.e., without identifying the complainant) to the Title IX Coordinator and cannot remain anonymous themselves.

Anonymous notifications will be investigated by Jacksonville College as thoroughly as possible, both to assess the underlying allegations and determine if supportive measures or remedies can be offered. However, anonymous notices may limit the College's ability to investigate and respond effectively, depending on the information shared.

Mandated Reporters and Formal Notice/Complaints

All employees of Jacksonville College, including student employees, except those designated as Confidential Resources, are Mandated Reporters and must promptly share all known details of any reported incidents with the Title IX Coordinator (TX Educ. Code §51.252).

Employees must also share details of observable behaviors under this policy that they are aware of, even if not reported to them by a complainant or third party.

Complainants should consider sharing personally identifiable details with nonconfidential Mandated Reporters, as those details must then be shared with the Title IX Coordinator.

Disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as marches or speakouts do not constitute notice requiring reporting to the Title IX Coordinator, unless the complainant explicitly requests a report or a specific response from Jacksonville College.

Supportive measures can be provided in response to such disclosures even without formal action from Jacksonville College.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Jacksonville College policy and Texas law and can be subject to disciplinary action, up to and including termination, as well as criminal and civil penalties, for failure to comply. TX Educ. Code §51.255 states that a person commits an offense if the person:

- is required to make a report under Section 51.252 and knowingly fails to make the report; or
- with the intent to harm or deceive, knowingly makes a report under §51.252 that is false.

An offense under Subsection (a) is a Class B misdemeanor, except that the offense is a Class A misdemeanor if it is shown on the trial of the offense that the actor intended to conceal the incident that the actor was required to report under Section 51.252.

A postsecondary educational institution shall terminate the employment of an employee whom the institution determines in accordance with the institution's disciplinary procedure to have committed an offense under Subsection (a).

This provision also applies to cases where a Mandated Reporter intentionally submits a false report with the intent to harm or deceive.

It is important to note that a Mandated Reporter engaged in harassment or other violations of this policy still has an obligation to report their misconduct. However, the College is not deemed on notice simply because a harasser is also a Mandated Reporter unless they report

themselves.

Finally, a Mandated Reporter who is a target of harassment or other misconduct under this policy is not obligated to report their own experience, although they are encouraged to do so.

Students

Students are encouraged to report any suspected violation of this policy.

Clery Act Reporting

In compliance with the Clery Act, the College includes statistics about certain offenses in its annual security report and submits these statistics to the United States Department of Education without personally identifying information about individuals involved in any incident. Additionally, the Clery Act mandates that the College issue timely warnings to the College community about specific crimes that pose a serious or continuing threat to campus safety. Consistent with the Clery Act, the College will withhold the names and other personally identifying information of complainants when issuing timely warnings.

DFPS Reporting Texas Penal Code Sect. 32.53

Texas law requires any individual who suspects that a child (17 years of age or younger), a person 65 years of age or older, or an adult with disabilities is being or has been abused, neglected, or exploited to report all known details immediately to the Department of Family and Protective Services (DFPS). Furthermore, a report will be mandated if it is determined that the alleged perpetrator still has access to minors, even if the complainant has turned 18.

Resources and Reporting Options

All involved parties have several options, including seeking counseling or assistance from a resource, making a report under this policy, and/or reporting to law enforcement. The College acknowledges that choosing among these options can be challenging and is a deeply personal decision. Individuals are encouraged to seek assistance and explore all potential reporting and support options.

Emergency Resources and Law Enforcement

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense. TX Educ Code §51.282 requires that JC inform you that it is very important for victims of sexual harassment, sexual assault, dating violence, or stalking to go to a hospital for help with treatment and preservation of evidence, if applicable, as soon as practicable after an incident.

For law enforcement assistance, individuals can contact JC Security at 903-721-1832 or the Jacksonville Police Department at 903-586-2546. In emergencies, call 911.

Local hospitals can be contacted at:

UT Health- Jacksonville

501 S Ragsdale St. Jacksonville, TX 75766

903-541-5000

CHRISTUS Mother Frances Hospital-Jacksonville

2026 S Jackson St. Jacksonville, TX 75766

903-541-4500

To access crisis counseling and other community resources:

June Shepherd, Ph.D.

Licensed Counseling Psychologist
514 E. Commerce St.
Jacksonville, Tx. 75766
903-284-6244
Crisis Center of Anderson and Cherokee Counties
700 East Cherokee
Jacksonville, Tx. 75766
903-586-9118
Hotline-1800-232-8519 24 Hr.
East Texas Crisis Center
24 Hour Hotline: 903-595-5591 | 1-800-333-0358
2401 Old Noonday Rd Tyler, TX 75701
903-509-2526
Confidential Resources

For confidential assistance, reporting parties may consult:

- Licensed professional counselors (JC counselors accessible via therapy@jacksonvillecollege.edu) TX Educ. Code §51.252
- Local rape crisis counselors
- Local or state assistance agencies
- Clergy/chaplains
- Reporting Options

The College encourages all individuals to report prohibited conduct or policy violations to the Title IX Coordinator and/or local law enforcement. Complainants may report potential criminal conduct to law enforcement independently or seek assistance from the College to file a report.

The College may also notify law enforcement in situations that pose a threat to health or safety within the College community. Individuals may report to the College, law enforcement, neither, or both. Campus investigations and law enforcement investigations are conducted independently, although the College will coordinate efforts when appropriate. Reports can be made as follows:

- Make a report to the Title IX Coordinator in person,
- by telephone at (903) 586-2518
- by email at title9@jacksonville-college.edu, or
- online at <https://jacksonvillecollege.edu/title-ix-policy-procedures-and-resources/>.

For assistance in filing a criminal complaint and preserving physical evidence, individuals should contact local law enforcement by calling 911.

Individuals may pursue some, all, or none of these steps simultaneously (e.g., filing a Title IX report and a criminal complaint). When initiating any option, individuals do not need to know how to label their experience or request a specific course of action. As part of a report to the Title IX Coordinator, individuals can also request interim measures and support.

Anonymous Reporting

Anyone can make an anonymous report by submitting information on Jacksonville College Title IX website:

<https://jacksonvillecollege.edu/title-ix-policy-procedures-and-resources/> Depending on the nature of the information submitted, the College's ability to respond to an anonymous report will likely be limited.

Requests for Anonymity

Once a report is submitted to the Title IX Coordinator, complainants can request that their identity remain confidential, that no investigation take place, or that no disciplinary actions be pursued. The College will balance these requests with its responsibilities to maintain a non-discriminatory environment and ensure that respondents are informed of specific allegations when actions may impact them. In such circumstances, the Title IX Coordinator may arrange for a preliminary fact-finding by an investigator to gain a better understanding of the context of the complaint or take other appropriate steps, including consulting with the College's threat assessment group. See [Balancing Complainant Autonomy with College Responsibility to Investigate](#).

Amnesty

Jacksonville College aims to promote good faith reporting of prohibited conduct under this policy. Therefore, individuals making good faith reports as complainants or witnesses will not face disciplinary action for violations of the College's Student Conduct Code. Additionally, individuals will not be punished for disclosing personal consumption of alcohol or drugs (underage or illegal) as part of a good faith report, provided the disclosure does not jeopardize the safety of others.

The College will also not pursue disciplinary action for students involved in violations of the [Sexuality and Gender Statement](#) when they report sexual assault or participate in resolution processes.

The College may investigate to verify whether a report of Prohibited Conduct was made in good faith. However, a student will not receive amnesty for reporting involvement in their own commission or assistance in the commission of Prohibited Conduct. A student who reports an incident but is later found responsible for Prohibited Conduct near the time of the incident may not be seen as having made a good faith report. Grants of amnesty are final and nonrevocable. Even when amnesty is extended, the College may initiate educational discussions or assessments regarding alcohol or other drug use.

Timeframe for Reporting

Complainants and other reporting individuals are strongly encouraged to report any violation of this policy as soon as possible to maximize the College's ability to respond effectively. An allegation of sexual harassment will be addressed only if the complainant was engaged in or attempting to engage in College activities at the time of filing the complaint. §106.30a.

If the respondent is no longer a student or employee at the time of the report, the College may dismiss the sexual harassment complaint at any time. However, the College may still offer support to the complainant and take steps to restore or maintain their equal access to College education programs or activities. It may also assist the complainant in contacting law enforcement and other external enforcement agencies. §106.45(b)(3)(ii).

Supportive Measures Process

Upon receiving a report of Prohibited Conduct, the College will consult with the complainant and provide reasonable and appropriate supportive measures.

The College will also consult with the respondent regarding any reasonably burdensome supportive measures at the appropriate time. §106.30(a)

Supportive measures may include:

Access to counseling (TX Educ. Code §51.282(e)).

TX Educ. Code §51.289 requires institutions to enter into a memorandum

of understanding with one or more:
local law enforcement agencies,
sexual harassment, sexual assault, dating violence, or stalking
advocacy groups, and
hospitals or other medical resource providers.

Access to medical services.

Academic adjustments, such as deadline extensions, course schedule changes, late drops, and the ability to switch course sections (this includes allowing either party to drop a shared class without academic penalty). TX Educ. Code §51.282(e).

Modifications of work schedules or locations.

Mutual restrictions on contact between the parties (e.g., "no contact directives").

Residential accommodations, including new housing arrangements or temporary housing options.

Leaves of absence.

Increased security and monitoring in specific campus areas.

Altered transportation arrangements.

Assistance in accessing support services, including advocacy, academic support, counseling, disability services, health services, immigration assistance, and financial aid services.

Assistance in obtaining a sexual assault forensic examination.

Help in communicating with faculty for academic modifications.

Assistance in requesting longterm academic accommodations for qualified individuals with disabilities.

Help in navigating offcampus housing concerns.

Safety planning measures, such as escorts.

Referrals to resources for obtaining a protective order under Texas law.

Any other measures suitable for achieving the goals of this policy.

The availability of supportive measures depends on factors including the specific circumstances of each report, the parties' preferences, and an individualized case assessment. To avoid hindering the education of all parties, the College will evaluate several factors in determining which measures to implement, such as the needs of the individual seeking support, whether the complainant and respondent share the same residence hall, courses, or job locations, and any judicial measures imposed (e.g., protective orders). The College will make goodfaith efforts to comply with judicially issued protective orders and similar directives, as permitted.

The College will also provide reasonable supportive measures to third parties as appropriate, based on their roles and any contractual relationships with the College.

Requests for supportive measures can be made by either party to the Title IX Coordinator. The Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the College's response with the relevant campus offices. The Title IX Coordinator has the discretion to impose or modify any supportive measures based on available information and is available to meet with complainants or respondents to address concerns about these provisions. The College will maintain confidentiality regarding any supportive measures provided, as long as maintaining that confidentiality does not impair the offered measures, and will promptly address any violations of supportive measures.

All individuals are encouraged to report to the Title IX Coordinator any concerns regarding the

failure of others to comply with supportive measures. In case of an immediate health or safety concern, individuals should contact 911 or 9037211832 (oncampus security) without delay. The College will take action to enforce any previously implemented measures, which may include additional supportive measures and/or disciplinary penalties under this policy or other College policies.

To determine if a party has violated the conditions of a supportive measure, the Title IX Coordinator has the authority to conduct expedited factgathering (with appropriate notice and opportunities for hearings), impose separate disciplinary actions for violations based on collected facts, incorporate the failure to comply with supportive measures into the underlying Prohibited Conduct investigation, and/or refer matters to the appropriate Vice President.

When a Complainant Does Not Wish to Proceed

If an initial report suggests that the four elements of a complaint may be met, but the complainant does not wish to file a formal complaint, the Title IX Coordinator may exercise discretion (refer to “Balancing Complainant Autonomy With College Decision to Investigate” below) to sign a Title IX Sexual Harassment complaint. This would initiate an investigation and the resolution process under the formal procedures outlined below. In these cases, the Title IX Coordinator will neither act as a complainant nor be considered a party to the matter.

If a formal complaint is dismissed for not meeting the Title IX Sexual Harassment definition, yet the Title IX Coordinator believes the allegations may constitute an Institutional Offense, the Coordinator may address the alleged Code of Conduct Violation using appropriate resolution procedures after any appeal related to the dismissal.

Should a complainant wish to maintain confidentiality, avoid an investigation, or refrain from pursuing a formal complaint, they can convey this request to the Title IX Coordinator. The Coordinator will evaluate such requests while considering the need to ensure institutional safety and comply with applicable state and federal laws.

The Title IX Coordinator holds the discretion to proceed with an investigation, even if a complainant chooses not to. In such cases, the Coordinator may file a formal complaint to initiate a grievance process based on factors that include:

- The seriousness of the alleged incident.

- Any prior reports of sexual harassment, sexual assault, dating violence, or stalking against the alleged respondent(s).

- Potential risks of harm to others.

- Other relevant factors as determined by the institution (TX Educ. Code §51.285).

Balancing Complainant Autonomy with College Decision to Respond

To protect campus safety, the Title IX Coordinator may initiate an investigation of Prohibited Conduct (including Title IX Sexual Harassment or Code of Conduct Violations) even if a complainant requests no action be taken. Investigations may also commence without a formal complaint or identified complainant or respondent, and even if a report has been withdrawn. If a complainant requests that the College not investigate, it may still gather facts about the incident in compliance with confidentiality requirements.

The Title IX Coordinator may review potential policy violations and bypass the outlined Disciplinary Resolution or informal resolution procedures as deemed appropriate. In deciding whether to investigate, the College will consider factors such as:

- The seriousness of the alleged incident.

- Any previous reports of Prohibited Conduct involving the respondent(s).

Whether the incident poses a risk to others.
Other relevant factors.

When a complainant requests that their name or personally identifiable information remain confidential, that no investigation occur, or that no disciplinary action be taken, a member of the Title IX office will consult with them to clarify any concerns about retaliation or confusion regarding procedural options and potential outcomes.

The Title IX Coordinator will consider feasible steps when the respondent is unidentified or the complainant requests anonymity and will pursue measures to mitigate the effects of reported behavior on the campus community. The Coordinator will then determine the appropriate manner of resolution according to policy guidelines, striving to respect the complainant's requests while maintaining the wellbeing of both the complainant and the larger College community.

If new information arises, or if the complainant expresses a desire for disciplinary actions to proceed, the Title IX Coordinator may reopen and address the report under this policy..

Investigation Despite Complainant's Preference

When the Title IX Coordinator decides to proceed with an investigation despite a complainant's request not to, the Coordinator will notify the complainant of this decision. The College, as required by the May 2020 Title IX regulations, will provide specific notices to the complainant regardless of their preferences, although participation in the investigation remains voluntary if they choose not to engage.

The College's ability to investigate and respond comprehensively may be limited if the complainant prefers to remain anonymous or opts out of participation. Nonetheless, the College will take appropriate actions to reduce the impact of any Prohibited Conduct and prevent its recurrence. Ultimately, the decision regarding how and to what extent to conduct an investigation, as well as related supportive measures for reported Prohibited Conduct, will align with this policy.

Student/Employee Cases

In cases where the respondent is both a student and an employee, the Title IX Coordinator will determine which procedures apply based on the specific circumstances. This assessment may consider whether the respondent's status as a student or employee is more relevant to the context of the Prohibited Conduct. If a studentemployee or employeeestudent is found to have engaged in Prohibited Conduct, they may face appropriate sanctions related to both their employment and student status under applicable procedures.

Emergency Removal & Administrative Leave

Emergency Removal

In instances where there is an immediate threat to the physical health or safety of any student or individual resulting from alleged Prohibited Conduct, the College has the authority to remove a student or employee respondent from its education program or activity. This may include terminating the employment of an employee respondent and issuing any necessary notrespass or nocontact orders. The Title IX Coordinator may consult with other College personnel or departments to assist in the individualized assessment and risk analysis. The decision to remove a respondent from the education program or activity will be made by the Title IX Coordinator based on this individualized assessment and risk analysis, following the College's

Administrative Withdrawal Procedure.

If the College makes a decision to remove a respondent, the individual will be notified and given an opportunity to challenge the decision immediately following the removal, while ensuring compliance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.

Employee Administrative Leave

The College reserves the discretion to place an employee respondent on paid or unpaid administrative leave during the course of the investigation and resolution process.

Prohibited Conduct

In assessing whether reported conduct constitutes a violation of this policy, the College will consider the totality of the facts and circumstances surrounding the incident, including the nature of the reported conduct and its context. Individuals of any sex can perpetrate any form of Prohibited Conduct defined in this policy, which can occur between individuals of the same or different sexes/genders. Prohibited Conduct can happen between strangers or acquaintances, as well as among individuals engaged in intimate, sexual, dating, domestic, or familial relationships. This policy broadly prohibits the following forms of conduct, collectively referred to as Prohibited Conduct, as well as attempts to commit such misconduct.

Formal Grievance Process

Jacksonville College employs a Formal Grievance Process, as outlined below, to determine whether this Policy has been violated. If a violation is confirmed, Jacksonville College will promptly implement effective remedies to ensure it is not deliberately indifferent to harassment or discrimination, their potential recurrence, and/or their effects.

Initial Assessment

Upon receiving notice or a Formal Complaint of an alleged violation of this Policy, the Title IX Coordinator (or a designated individual if the Coordinator is unavailable, unable to fulfill their duties, or has a conflict of interest) will conduct an initial assessment within five business days. Steps in this assessment may include:

- Determining if the impacted person wishes to file a Formal Complaint and assisting them in doing so if desired.

- If they do not wish to file, assessing whether the Title IX Coordinator should initiate a complaint based on a violence risk assessment that indicates a compelling threat to health and/or safety.

- If a Formal Complaint is received, evaluating its sufficiency and ensuring it is completed correctly in consultation with the Complainant.

- Reaching out to the Complainant to offer supportive measures.

- Informing the Complainant of their right to have an Advisor present.

- Determining whether the Complainant prefers a supportive and remedial response, an Informal Resolution option, or a formal investigation and grievance process.

- If a supportive and remedial response is preferred, the Title IX Coordinator will work with the Complainant to identify their needs and implement appropriate supports, without initiating a Formal Grievance Process

(though the Complainant can later choose to initiate one).

If an Informal Resolution option is preferred, the Title IX Coordinator will assess whether the complaint is suitable for Informal Resolution and may seek to determine if the Respondent is also willing to engage in this option. If a Formal Grievance Process is preferred, the Title IX Coordinator will determine if the alleged misconduct falls within the scope of the 2020 Title IX regulations:

If it does, the Title IX Coordinator will initiate a formal investigation and grievance process to address:

An incident, and/or
A pattern of alleged misconduct, and/or
A culture/climate issue.

If the alleged misconduct does not fall within the Title IX regulations, it will be assessed for applicability under other policies, and any nonTitle IX complaints will be referred accordingly. Dismissals under Title IX regulations are solely procedural and do not inhibit Jacksonville College's authority to address complaints appropriately.

When a formal complaint is submitted, the Title IX Coordinator will first promptly determine whether:

The conduct alleged would, if proven, constitute Title IX Sexual Harassment (i.e., Quid Pro Quo Sexual Harassment, Severe, Pervasive, and Objectively Offensive Sexual Harassment, Sexual Assault, or sexbased Domestic Violence, Dating Violence, or Stalking) as defined in the SIM Policy.

The conduct occurred in the College's education program or activity.

The conduct occurred in the United States.

The Complainant was participating in or attempting to participate in the College's education program or activity at the time the complaint was filed.

If the formal complaint meets all four elements, it will be investigated and resolved as a Title IX Sexual Harassment matter per the procedures outlined below.

Dismissal (Mandatory and Discretionary) 34 CFR §106.45

Jacksonville College must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment, even if proved.

The conduct did not occur in an educational program or activity controlled by Jacksonville College (including buildings or property controlled by recognized student organizations), and/or the College does not have control of the Respondent.

The conduct did not occur against a person in the United States.

At the time of filing a Formal Complaint, a Complainant is not participating in or attempting to participate in Jacksonville College's education program or activity, and the Title IX Coordinator determines, based on available information, that they

do not need to sign a Formal Complaint on behalf of the College.

Jacksonville College may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

A Complainant notifies the Title IX Coordinator in writing that they wish to withdraw the Formal Complaint or any allegations therein.

The Respondent is no longer enrolled in or employed by Jacksonville College.
Specific circumstances impede Jacksonville College from gathering sufficient evidence to reach a determination regarding the Formal Complaint or allegations.

A Complainant who withdraws a complaint may later request to reinstate or refile it. Upon dismissal, Jacksonville College will provide written notice of the dismissal and the rationale to both parties. This dismissal decision is appealable by any party under the established procedures for appeal.

The Title IX Coordinator may transfer the matter for handling as an Code of Conduct Violation upon dismissal.

Consolidation of Formal Complaints

Jacksonville College may consolidate formal complaints involving allegations of sexual harassment against multiple respondents, or by multiple complainants against one or more respondents, or by one party against another, where the allegations arise from the same facts or circumstances.

Counterclaims

Jacksonville College is committed to ensuring the grievance process is not misused for retaliatory purposes; therefore, counterclaims made with retaliatory intent will not be permitted. Counterclaims are allowed, but an initial assessment will be conducted to determine if the counterclaims were made in good faith.

Counterclaims deemed to be reported in good faith will be processed using the Resolution Process described below. Investigations of such claims may occur after concluding the underlying initial complaint, possibly resulting in delays.

Counterclaims may also be resolved within the same investigation as the underlying complaint at the discretion of the Title IX Coordinator. Counterclaims not made in good faith will be treated as retaliatory and may violate this policy.

Right to an Advisor

Both parties may have an Advisor of their choice present for all meetings, interviews, and hearings during the Resolution Process. Advisors can be anyone the parties choose, provided the Advisor is eligible and available.

Choosing an Advisor who is also a witness may raise concerns about bias and conflict of interest. If parties wish to choose such Advisors, the hearing Decisionmaker(s) will explore potential bias issues.

Who Can Serve as an Advisor

Advisors can be friends, mentors, family members, attorneys, or any other individuals chosen to advise and support the parties throughout the Resolution Process. Parties can select Advisors from both inside and outside the Jacksonville College community.

The Title IX Coordinator can also assign a trained Advisor to any party upon request. Advisors chosen from Jacksonville College's available pool will be trained and familiar with the College's Resolution Process. Advisors from outside this pool may not have the same level of training or familiarity with Jacksonville College policies and procedures.

Parties may choose not to have an Advisor in the initial stages of the Resolution Process prior to a hearing.

Advisor's Role in Meetings and Interviews

Parties may be accompanied by their Advisors during all meetings and interviews where they are entitled to be present, including intake meetings. Advisors should help prepare parties for each meeting and are expected to advise ethically, with integrity, and in good faith.

Jacksonville College cannot guarantee equal Advisory rights. For instance, if one party selects an attorney as their Advisor, the other party is not entitled to a free attorney.

In hearings, Advisors conduct indirect questioning, as required by Title IX Regulations; parties cannot directly question each other or any witnesses. If a party lacks an Advisor for a hearing, Jacksonville College will appoint a trained Advisor to conduct questioning of the parties and witnesses.

Advisors in Hearings/Jacksonville College-Appointed Advisor

Under the Title IX Regulations, a form of indirect questioning is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Jacksonville College will appoint a trained Advisor for the limited purpose of conducting any questioning of the parties and witnesses.

Pre-Interview Meetings

Advisors and their advisees may request meetings with the Investigator(s) prior to scheduled interviews to clarify their roles and understand Jacksonville College's policies and procedures.

Advisor Violations of Jacksonville College Policy

All Advisors, whether attorneys or not, must adhere to Jacksonville College's policies and procedures. Advisors are expected to assist their advisees without disrupting the proceedings. They should not address College officials or Investigators during meetings unless invited to do so (e.g., for procedural questions).

Advisors cannot present or represent their advisee during any meeting or proceeding, except during hearings when questioning takes place. Parties are expected to ask and respond to questions on their own behalf throughout the investigation phase. Advisors may consult privately with their advisees as needed or pass notes during meetings.

If an Advisor oversteps their defined role or disrupts the hearing, they will be warned.

Continued noncompliance may result in the meeting or hearing being ended or the party being required to select a different Advisor or receive a different Jacksonville College appointed Advisor. The Title IX Coordinator will determine how to address the Advisor's noncompliance moving forward.

Sharing Information with the Advisor

Jacksonville College anticipates that parties may want the College to share documentation and evidence related to their allegations with their Advisors. A [consent form](#) authorizing Jacksonville College to share such information must be completed and submitted to the Title IX Coordinator before records are shared.

If a party requests that all communication be made through their Advisor, Jacksonville College

will not comply with this request.

Institutionally appointed Advisors will not be required to disclose details of their interactions with advisees to institutional officials or Decisionmakers.

Privacy of Records Shared with Advisor

Advisors must maintain the confidentiality of records shared with them. These records should not be shared with third parties, disclosed publicly, or used for unauthorized purposes.

Jacksonville College may restrict the role of any Advisor who fails to respect the confidentiality of the process.

Expectation of an Advisor

Jacksonville College generally expects Advisors to adjust their schedules to attend meetings, interviews, and hearings as needed. However, the College may reschedule meetings as necessary if changes do not create unreasonable delays.

Reasonable provisions will be made to allow an Advisor who cannot attend in person to participate via telephone, video conferencing, or other similar technologies as available.

Expectations of the Parties with Respect to Advisors

Parties may change Advisors at any time and are not required to use the same Advisor throughout the process. Parties must inform the Investigator(s) of their chosen Advisor at least five business days prior to their first meeting with the Investigators (or as soon as feasible if a more expedited meeting is required).

Parties must promptly notify the Title IX Coordinator of any changes in Advisors. If an Advisor is changed, consent for sharing information with the previous Advisor is considered terminated, and a release for the new Advisor should be attained. Parties should also inform the Title IX Coordinator of their hearing Advisor at least five business days before the hearing.

Resolution Processes

Resolution proceedings are private. All parties present during the Resolution Process are expected to maintain confidentiality per Jacksonville College policy.

While there is an expectation that Investigators will keep discussions private during interviews, parties are free to share their knowledge and evidence with others, unless they agree not to disclose certain information as part of an Informal Resolution. Jacksonville College encourages parties to consult their Advisors before sharing any information.

The Formal Grievance Process is Jacksonville College's primary resolution approach unless all parties and the College agree to an Informal Resolution.

Informal Resolution

Jacksonville College will not offer informal resolution to resolve complaints when such processes would conflict with federal, state, or local law. The College cannot require any party to waive their right to a formal investigation and adjudication of complaints of sexual harassment or related rights as a condition for enrollment or employment.

Informal resolution may only be facilitated prior to the determination regarding responsibility, and may include mediation that does not involve a full investigation, provided the College offers written notice disclosing:

The allegations.

Requirements of the informal resolution process, including circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations (subject to withdrawal rights before resolution).

Consequences of participating in the informal resolution process, including

maintained or shared records.

The binding nature of an agreement at the end of the informal resolution process.

The potential terms of informal resolution agreements.

Information Jacksonville College will maintain and how it may disclose such information for Title IX grievance procedures if they are initiated or resumed.

Voluntary, written consent from all parties for the informal resolution process is required.

Three options for Informal Resolution are detailed in this section.

Supportive Resolution - When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.

Alternative Resolution -When the parties agree to resolve the matter through an alternative resolution mechanism [including mediation, restorative practices, facilitated dialogue, etc.], as described below, often before a formal investigation takes place (See [Section II](#)).

Accepted Responsibility -When the Respondent accepts responsibility for violating policy, and desires to accept the recommended sanction(s) and end the Resolution Process.

To initiate an Informal Resolution, a Complainant must submit a Formal Complaint. A Respondent wishing to initiate Informal Resolution should contact the Title IX Coordinator.

Conditions for engaging in Informal Resolution may include that statements made cannot be used in any future Formal Grievance Process unless all parties consent.

It is not necessary to pursue Informal Resolution before a Formal Grievance Process, and any party can terminate the informal process at any time and initiate or resume a Formal Grievance Process. Parties are not permitted to create agreements that require Jacksonville College to impose specific sanctions; however, they can agree on restrictions or other actions (e.g., a Respondent temporarily or permanently withdrawing). Only the “Accepted Responsibility” informal resolution process can result in sanctioned outcomes by the institution. The Title IX Coordinator will determine if an investigation will be paused during Informal Resolution.

Before implementing Informal Resolution, Jacksonville College will provide written notice of the reported misconduct and any possible sanctions (in cases of Accepted Responsibility), along with information on records maintained or shared by the College.

Written, voluntary confirmation from all parties is required for proceeding with Informal Resolution, and no pressure to participate will be applied.

Alternative Resolution Approaches

Alternative Resolution includes informal methods, such as mediation or restorative practices, that result in a mutually agreed resolution. Consent from all parties is required for using an Alternative Resolution approach.

The Title IX Coordinator may consider the following factors to assess the suitability of Alternative Resolution:

The parties’ willingness to engage.

Likelihood of resolution considering power dynamics.

Nature and severity of the alleged misconduct.

Motivation of the parties to participate.

Civility of the parties.

Results of a risk assessment.

Disciplinary history of the Respondent.

- Need for emergency removal.
- Skill of the Alternative Resolution facilitator.
- Complexity of the complaint.
- Emotional capability of the parties.
- Rationality of the parties.
- Goals of each party.
- Resources available for Alternative Resolution.

The Title IX Coordinator ultimately decides the availability and success of Alternative Resolution. The Coordinator can facilitate an acceptable resolution, including terms regarding confidentiality, release, and nondisparagement.

Records of any resolutions will be maintained, and failure to comply with agreements could result in further actions (e.g., referral for formal resolution). Outcomes resolved through Alternative Resolution are not subject to appeal.

Respondent Accepts Responsibility for Alleged Violations

At any point during the Resolution Process, the Respondent may accept responsibility for all or part of the allegations. If a Respondent indicates intent to take responsibility for all alleged misconduct, the formal process will be paused, and the Title IX Coordinator will assess whether Informal Resolution applies.

If suitable, the Title IX Coordinator will verify agreement on responsibility, restrictions, and/or remedies among all parties and Jacksonville College. If an agreement is reached, the Title IX Coordinator will implement the accepted findings and agreed-upon restrictions and remedies, coordinating with any necessary administrators for appropriate sanctions.

This resolution is not open to appeal once all parties provide written approval. If there is no consensus on all terms, the Formal Grievance Process will resume at the point where it was paused.

Upon achieving a resolution, appropriate sanctions or responsive actions will be implemented promptly to cease harassment or discrimination, prevent recurrence, and remedy the effects of the conduct on the Complainant and the community.

Formal Grievance Process Pool

The Formal Grievance Process relies on a pool of administrators ("the Pool") tasked with executing the process.

Pool Member Roles

Pool members, who receive annual training, may serve in various roles, including:

- Providing initial guidance regarding complaints.
- Acting as an Advisor to parties.
- Assisting in initial assessments.
- Investigating complaints.
- Serving as a hearing facilitator (administrative role without decisionmaking authority).
- Serving as a Decisionmaker in the complaint process.
- Serving as an Appeal Decisionmaker.

Pool Member Appointment

The Title IX Coordinator appoints Pool members, who operate independently and impartially.

Pool Member Training

Pool members undergo annual training, which may be conducted jointly or based on their

respective roles. Training materials are publicly posted at <https://jacksonvillecollege.edu/title-ix-policy-procedures-and-resources/>.

Notice of Investigation and Allegations

The Title IX Coordinator will issue a written Notice of Investigation and Allegations (the “NOIA”) to the Respondent when the Formal Grievance Process begins. This allows the Respondent to prepare for the interview and select an Advisor. The Complainant will receive advance notice of when the NOIA is delivered to the Respondent.

The NOIA will include:

- Jacksonville College's grievance process, including informal resolution options.
- A summary of all allegations of sexual harassment that may constitute sexual harassment as defined in §106.30, providing sufficient time for a response prior to any initial interview.
- The identities of the involved parties (if known).
- The specific misconduct being alleged.
- The date and location of the incidents (if known).
- The specific policies implicated.
- A description of the applicable procedures.
- Potential sanctions or responsive actions that may result.
- A statement presuming the Respondent is not responsible for the reported misconduct until evidence supports a different finding.
- A statement indicating that determinations of responsibility will be made at the conclusion of the process, with an opportunity for the parties to inspect and review all relevant evidence.
- A statement concerning Jacksonville College's retaliation policy.
- Information about confidentiality during the process.
- Information regarding each party's right to have an Advisor of their choice (who may or may not be an attorney).
- A statement emphasizing Jacksonville College's prohibition against knowingly making false statements, including false information during the Resolution Process.
- Names of the Investigator(s), along with a process for parties to identify any conflicts of interest prior to the interview.
- Instructions for preserving evidence related to the allegations.

Amendments to the NOIA may occur as the investigation progresses and additional or dismissed allegations become known.

Notice will be in writing and can be delivered in person, via email to the parties' college-issued accounts, or designated accounts. Notice will be considered delivered once emailed or received in person.

If additional allegations about the complainant or respondent arise during an investigation that were not included in the original notice, Jacksonville College must provide notice of these additional allegations to the parties whose identities are known.

Resolution Timeline

Jacksonville College will strive to complete the Resolution Process, including any appeals, within a 60 to 90 business day timeframe. This timeline may be extended for appropriate reasons by the Title IX Coordinator, who will notify the parties of any changes along with the rationale and estimated additional time needed.

Appointment of Investigators

Once a decision to conduct a formal investigation is made, the Title IX Coordinator will assign Pool members (generally a team of two Investigators) to carry out the investigation, typically within five business days of the decision.

Ensuring Impartiality

Any individual materially involved in administering the Resolution Process (including the Title IX Coordinator, Investigators, and Decisionmakers) must have no conflicts of interest or bias toward any party or specific Complainant or Respondent.

The Title IX Coordinator will assess assigned Investigators for impartiality, ensuring there are no actual or apparent conflicts of interest or biases that would disqualify them. Throughout the Resolution Process, parties may raise concerns regarding bias or conflict of interest, and the Title IX Coordinator will determine the validity of such concerns. If found reasonable and supportable, another Pool member will be assigned, and any reported bias or conflict will be addressed. If the concern is regarding the Title IX Coordinator, parties should raise it with the Executive Vice President.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence supporting both the Respondent's and Complainant's cases. Credibility determinations cannot be based solely on an individual's status as a Complainant, Respondent, or witness.

Jacksonville College operates under the presumption that the Respondent is not responsible for the reported misconduct until determined otherwise by the appropriate standard of proof.

Investigation Timeline

Investigations are completed expeditiously, typically within 60 business days, although some may take weeks or even months, depending on the nature and complexity of the allegations, the availability of witnesses, and any law enforcement involvement.

Jacksonville College will make a good faith effort to conclude investigations promptly and will maintain regular communication with the parties regarding the investigation's progress and timing.

Investigation Process Delays and Interactions with Law Enforcement

Jacksonville College may implement a short delay in its investigation if circumstances require. Such circumstances may include requests from law enforcement for a temporary delay, the need for language assistance, the absence of parties or witnesses, and health conditions. Jacksonville College will communicate the anticipated duration and reason for any delay to the parties in writing, providing necessary updates. The investigation and Resolution Process will resume promptly when feasible. During any delays, appropriate supportive measures will be implemented.

The actions or processes of Jacksonville College are not typically altered or halted based on the filing of civil or criminal charges related to the incident(s) or their dismissal or reduction.

Investigation Process Steps

All investigations are conducted thoroughly, reliably, impartially, promptly, and fairly.

Investigations involve interviewing all relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information as necessary.

All parties are given a full and fair opportunity to suggest witnesses and questions, provide evidence, and review all evidence on the record. While recordings of interviews will not be provided to parties, a summary of each interview will be available for review in the compiled investigation report.

At the discretion of the Title IX Coordinator, investigations may be combined if complaints implicate a pattern, collusion, or other shared actions.

Investigators typically take the following steps (not necessarily in this order):

- Identify and obtain the Complainant's contact information.

- Recognize all policies implicated by the alleged misconduct and notify both Complainant and Respondent of these policies.

- Assist the Title IX Coordinator, if needed, with conducting a prompt initial assessment regarding potential policy violations.

- Commence a reliable and thorough investigation with a strategic plan, including a witness list and intended timeframe for interviews.

- Meet with the Complainant to finalize their interview/statement if needed.

- Collaborate with the Title IX Coordinator as necessary to prepare the initial Notice of Investigation and Allegations (NOIA), which may be amended with additional or dismissed allegations.

- Inform parties of their right to assistance from an Advisor, who may be a Pool member or an Advisor of their choosing.

- Provide each interviewed party and witness a chance to review and verify the Investigator's summary notes from their interviews.

- Make genuine efforts to notify parties of any meetings or interviews containing other parties, whenever possible.

- Notify parties in writing of the date, time, and location of meetings, along with expected participants and purposes.

- Interview all available, relevant witnesses, conducting followups as needed.

- Allow each party to suggest relevant witnesses and questions for the Investigator(s) to ask and document which questions were asked, including rationale for any changes or omissions.

- Complete the investigation without unreasonable deviation from the initial timeline.

- Update parties regularly on the investigation status.

- Prior to concluding the investigation, provide parties and Advisors with a list of witnesses whose information will contribute to findings.

- Draft a comprehensive investigation report summarizing findings, witness interviews, and relevant evidence. Appendices will include pertinent physical or documentary evidence.

- Gather, assess, and synthesize evidence without drawing conclusions, engaging in policy analysis, or making recommendations within the report.

- Before concluding the investigation, share a secured electronic copy of the draft investigation report with the parties and their Advisors, offering a tenbusinessday review and comment period to respond to the evidence.

- Elect to respond in writing in the report concerning parties' submissions or to share responses for further input.

- Incorporate relevant feedback and finalize the report, documenting all rationales for any changes made after the review period. The final report will be shared electronically with all parties and their Advisors at least ten business days prior to a hearing.

The burden of proof for determining responsibility rests with Jacksonville College, not the

parties involved, ensuring that private records maintained by professionals for treatment purposes remain confidential unless the party provides voluntary, written consent.

Witness Role and Participation in the Investigation

Witnesses who are employees of Jacksonville College are strongly encouraged to cooperate with the investigation and Resolution Process. Student witnesses and witnesses from outside the College community are also encouraged to participate and share relevant information. While inperson interviews are preferred, remote interviews may be necessary due to circumstances (e.g., study abroad, summer break). Technologies may be utilized for remote interviews, ensuring privacy and security.

Witnesses can provide written statements instead of participating in interviews or respond to written questions if deemed appropriate by the Investigator(s), although this is not preferred.

Interview Recording

No unauthorized audio or video recording is permitted during investigation meetings. If Investigator(s) choose to record interviews, all parties will be informed beforehand. Texas operates under a "one-party consent" law, meaning only one participant in the conversation needs to consent to the recording.

Evidentiary Considerations

Neither the investigation nor the hearing will consider:

- Incidents not relevant or not directly related to the alleged violations, unless indicating a pattern.

- Questions and evidence about the Complainant's sexual predisposition.

- Questions and evidence about the Complainant's prior sexual behavior unevidenced proving that someone other than the Respondent committed the alleged conduct or specific incidents of prior behavior between the Complainant and the Respondent are offered to demonstrate consent.

Within these boundaries, the investigation and hearing may consider general character evidence, but its relevance is lessened unless it directly pertains to factual evidence or shows a pattern of conduct..

Hearings

Referral for Hearing

If the complaint is not resolved through Informal Resolution, the Title IX Coordinator will refer the matter for a hearing once the final investigation report has been shared with the parties. The hearing will be scheduled no less than ten (10) business days after the conclusion of the investigation. Specifically, after the final investigation report is transmitted to the parties and the Decisionmaker(s); unless all parties and the Decisionmaker(s) agree to an expedited timeline.

The Title IX Coordinator will select appropriate Decisionmaker(s) from the Pool and provide them with a copy of the investigation report and the file of directly related evidence. Allegations involving studentemployees in the context of their employment will be directed to the appropriate Decisionmaker(s) as determined by the context and nature of the alleged misconduct.

Hearing Decision-maker Composition

Jacksonville College will designate three members from the Pool at the discretion of the Title IX Coordinator. One of these members will be appointed as Chair by the Title IX Coordinator. The Decisionmaker(s) will have had no prior involvement with the complaint. The Title IX

Coordinator may opt to have an alternate from the Pool participate throughout the hearing process in case a substitute is needed.

Individuals who have served as Investigators will be considered witnesses in the hearing and therefore may not also serve as Decisionmakers. Advisors for any party cannot serve as Decisionmakers in that matter.

The Title IX Coordinator may not serve as a Decisionmaker or Chair but may act as an administrative facilitator during the hearing if their past roles do not create a conflict of interest. Otherwise, a designee may fulfill the facilitator role. The date, time, and venue of the hearing will be determined by the Title IX Coordinator or their designee.

Additional Evidentiary Considerations in the Hearing

Previous disciplinary actions involving the Respondent may not be introduced unless there is an allegation of a pattern of misconduct. Such information may be considered at the sanction stage after a determination of responsibility has been made, assuming Jacksonville College employs a progressive discipline system. This information will only be shared at that stage. Each party may submit a written impact and/or mitigation statement prior to the hearing for the Decisionmaker(s) to consider during the sanction phase after a determination of responsibility is reached.

After deliberations, the Decisionmaker(s) will render a determination based on the preponderance of the evidence. Specifically, whether it is more likely than not that the Respondent violated the Policy as alleged.

Hearing Notice

At least ten (10) business days before the hearing (unless an expedited hearing is agreed upon by all parties), the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, or delivered in person, the notice will be presumptively considered delivered.

The notice will include:

- A description of the alleged violation(s), a list of the policies allegedly violated, an overview of applicable hearing procedures, and a statement regarding potential sanctions or responsive actions.

- The time, date, and location of the hearing.

- Information about any technology that will be used to facilitate the hearing.

- Details about the option for conducting the live hearing with the parties located in separate rooms, utilizing technology that allows the Decisionmaker(s) and parties to see and hear each other. Requests for this arrangement must be made to the Title IX Coordinator as soon as possible, preferably at least five (5) business days before the hearing.

- A list of all attendees at the hearing, along with an invitation to object to any Decisionmaker(s) based on demonstrated bias or conflict of interest. Any concerns must be communicated to the Title IX Coordinator at least two (2) business days before the hearing.

- Information on how the hearing will be recorded and how the parties can access the recording afterward.

- A statement indicating that if any party or witness does not appear at the scheduled hearing, the hearing may proceed in their absence. The Chair may reschedule the hearing for compelling reasons.

- Notification that parties may have the assistance of an Advisor of their choosing

at the hearing and must have one present if they wish to ask questions. If a party intends to conduct crossexamination but does not have an Advisor, the Title IX Coordinator will appoint one. Each party must have an Advisor present if they intend to crossexamine others; no exceptions will be made.

A copy of all materials provided to the Decisionmaker(s) related to the complaint unless these have already been shared.

An invitation for each party to submit an impact and/or mitigation statement to the Chair prehearing, which the Decisionmaker(s) will review during sanction determination.

An invitation to contact the Title IX Coordinator to arrange any necessary disability accommodations, language assistance, or interpretation services at least seven (7) business days before the hearing.

Clarification on whether parties can bring mobile phones or devices into the hearing.

Hearings for potential violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and cannot be resolved before the term concludes will typically be held immediately after the term's conclusion or during the summer, as needed, to meet Jacksonville College's resolution timeline and maintain compliance with the 60-90 business day goal. Employees without 12 month contracts are still expected to participate in Resolution Proceedings that occur during the span between contracts.

Alternative Hearing Participation Options

If a party prefers not to attend or cannot attend the hearing in person, they should request alternative arrangements from the Title IX Coordinator or Chair as soon as possible, preferably at least five (5) business days before the hearing.

The Title IX Coordinator or the Chair can facilitate remote testimony using technology, ensuring the fairness of the hearing is not compromised. Remote options may also be utilized for witnesses unable to appear in person. Any witness who cannot attend in person should inform the Title IX Coordinator or the Chair as soon as possible, ideally at least five (5) business days before the hearing, so that appropriate arrangements can be made.

Pre-Hearing Preparation

After consulting with the parties as necessary, the Chair will provide the names of individuals invited to participate in the hearing, all relevant documentary evidence, and the final investigation report to the parties at least ten (10) business days before the hearing. Witnesses scheduled to partake in the hearing must have been interviewed by the Investigator(s) or have provided a written statement or answered written questions, unless all parties and the Chair consent to the witness's participation. The same restriction applies to any relevant evidence first introduced at the hearing. If the parties and Chair do not agree to the admission of newly offered evidence, the Chair may postpone the hearing and/or instruct that the investigation be reopened to consider that evidence. According to 34 C.F.R. §668.46(k)(3)(B)(3), "timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings" must be ensured.

The parties will receive a list of the Decisionmaker(s) at least five (5) business days prior to the hearing. Any objections to a Decisionmaker must be submitted in writing, detailing the rationale for the objection, to the Title IX Coordinator as soon as possible, and no later than two (2) business days before the hearing. Decisionmakers will be removed only if the Title IX Coordinator concludes that their actual or perceived bias or conflict of interest prevents an

impartial hearing.

The Title IX Coordinator will provide the Decisionmaker(s) with a list of the names of all parties, witnesses, and Advisors at least five (5) business days before the hearing. Any Decisionmaker who cannot make an impartial determination must recuse themselves upon notification of the identity of the parties, witnesses, and Advisors. If unsure about the existence of bias or conflict of interest, they must raise the concern with the Title IX Coordinator as soon as possible.

During the ten (10) business day period leading up to the hearing, parties may review and comment on the final investigation report and available evidence. That feedback can be shared with the Chair during the hearing and will be exchanged between the parties by the Chair.

Hearing Procedures

During the hearing, the Decisionmaker(s) are authorized to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation. They may also address any additional alleged policy violations that occurred concurrently with the discrimination, harassment, and/or retaliation, even if those allegations do not directly fall under the Equal Opportunity, Harassment, and Nondiscrimination Policy.

Attendees at the hearing will include the Chair, any additional panelists, the hearing facilitator, the Investigator(s), the parties, the parties' Advisors, any called witnesses, and anyone providing authorized accommodations, interpretation, or assistive services.

The Chair will address all procedural questions.

Anyone providing information at the hearing will respond to questions on their own behalf.

Witnesses with relevant information will be invited to participate in specific portions of the hearing to answer questions from both the Decisionmaker(s) and the parties, after which they will be excused. The Investigator(s) will remain present for the duration of the hearing.

Joint Hearings

In cases involving multiple Respondents and/or multiple Complainants accusing the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings concerning each Respondent or complaint to proceed separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent and/or for each complaint regarding each alleged policy violation.

The Order of the Hearing – Introductions and Explanation of Procedure

The Chair will explain the procedures and introduce the participants. This may include a final opportunity for challenges or recusal of the Decisionmaker(s) based on bias or conflict of interest. The Chair will rule on any such challenges unless the Chair is the individual under challenge, in which case the Title IX Coordinator will review the challenge and make the determination.

The Chair will then conduct the hearing according to the established script. During the hearing, the Title IX Coordinator will manage the recording, witness logistics, party logistics, documentation curation, separation of the parties, and other administrative elements, ensuring:

- Proper room logistics for various parties/witnesses while they wait.
- Efficient flow of parties/witnesses in and out of the hearing space.
- Functionality of recording and/or virtual conferencing technology.

- Distribution of materials to participants as appropriate.

- Investigator Presentation of Final Investigation Report

The Investigator(s) will summarize the final investigation report, highlighting contested and uncontested items, and will be subject to questioning by the Decisionmaker(s) and the parties (through their Advisors). The Investigator(s) will remain available for the entire hearing process but will not participate during deliberations.

Neither the parties nor the Decisionmaker(s) should ask the Investigator(s) for their opinions on credibility, findings, or determinations. Advisors and parties should refrain from discussing credibility assessments with the Investigator(s). If such inquiries are made, the Chair will direct that they be disregarded.

Testimony and Questioning

After the Investigator(s) present the report and respond to questions, the parties and witnesses will provide relevant information in turn, starting with the Complainant, followed by the order determined by the Chair. Questioning will occur first from the Decisionmaker(s) and then from the parties through their Advisors.

All questions will be subject to the Chair's determination of relevance. Before a Complainant, Respondent, or witness answers a crossexamination or other questions, the Chair must establish the question's relevance and explain any excluded questions. The Advisors, who will remain seated during questioning, will propose questions orally, electronically, or in writing (with oral being the default but other methods allowed if agreed upon by all parties and the Chair); proceedings will pause to allow the Chair to consider the question and state it if it has not already been verbalized.

The Chair may invite further explanations regarding relevance from the Advisors if they choose. The Chair will then state their decision regarding the question for the record and advise the relevant party/witness accordingly, including rationale for excluding questions deemed irrelevant.

The Chair may limit or disallow questions they find irrelevant, unduly repetitive, or abusive. The Chair has the final say on all questions and relevance determinations. They may consult legal counsel for any questions of admissibility. Advisors may frame relevance arguments but will not be allowed to debate the Chair's rulings on this matter.

If the parties raise issues of bias or conflict of interest concerning an Investigator or Decisionmaker during the hearing, the Chair may address those issues, consult legal counsel, refer them to the Title IX Coordinator, and/or reserve them for appeal. If bias is not an issue during the hearing, irrelevant questions probing for bias should not be permitted.

Refusal to Submit to Questioning; Inferences

Any party or witness may choose not to provide evidence or answer questions during the hearing, either by not attending or by refusing participation in some or all questioning. The Decisionmaker(s) must rely solely on relevant evidence available through the investigation and hearing to reach their ultimate determination of responsibility. If a party or witness does not participate in crossexamination at the live hearing, the Decisionmaker(s) must not consider any statements made by that party or witness in their findings. The Decisionmaker(s) may not infer anything solely from a party's or witness's absence from the hearing or refusal to respond to crossexamination or other questions.

An Advisor cannot be called as a witness at the hearing to testify to what their advisee shared with them during their advisory role unless the advised party consents to this information being disclosed. This information is considered offlimits, and an Advisor who is an institutional employee is temporarily relieved of mandated reporter responsibilities regarding their interactions with their advisee during the Resolution Process.

Hearing Recordings

Hearings (excluding deliberations) will be recorded by Jacksonville College for review in the event of an appeal. Parties may not record the proceedings, and unauthorized recordings are strictly prohibited.

The recording may be reviewed, upon request to the Title IX Coordinator, by the Decisionmaker(s), parties, their Advisors, and appropriate Jacksonville College administrators. No individual will be allowed to make or receive a copy of the recording without the Title IX Coordinator's permission.

Deliberation, Decision-making, and Standard of Proof

The Decisionmaker(s) will deliberate in closed session to determine whether the Respondent is responsible for the alleged policy violations. For panels, a simple majority vote is sufficient to reach a finding. The preponderance of the evidence standard will be applied.

If responsibility is determined on one or more allegations, the Decisionmaker(s) will consider previously submitted party impact and/or mitigation statements when deciding on appropriate sanctions. The Chair will ensure that both parties can review any submitted impact and/or mitigation statements upon submission.

The Decisionmaker(s) will also review any relevant conduct history provided by the appropriate administrator and will recommend or determine appropriate sanctions in consultation with other relevant administrators as required.

The Chair will prepare a written statement detailing all findings and final determinations, including the rationale supporting the decision(s), the evidence relied upon, any evidence not considered, credibility assessments, and any sanctions or recommendations along with their rationales. This statement will be delivered to the Title IX Coordinator.

Typically, this statement will be three to five (3-5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations unless an extension is granted by the Title IX Coordinator. If an extension is granted, the Title IX Coordinator will notify the parties.

Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will collaborate with the Chair to prepare a Notice of Outcome letter. This letter, which will include the final determination, rationale, and any applicable sanctions, will be shared with the parties and their Advisors within seven (7) business days of receiving the deliberation statement.

The Notice of Outcome will be communicated to the parties simultaneously. Notification will be made in writing and may be delivered through one or more of the following methods: in person, or via email to the parties' Jacksonville College issued email accounts or other approved accounts. Once emailed or delivered in person, the notice will be considered presumptively delivered.

The Notice of Outcome will detail the specific alleged policy violations, including the relevant policy sections, and provide a description of the procedural steps taken by Jacksonville College from the receipt of the misconduct report to the determination. This includes all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings conducted.

The Notice of Outcome will specify:

- The finding for each alleged policy violation
- The findings of fact that support each determination

Conclusions regarding the application of the relevant policy to the facts at issue
A statement and rationale for the result of each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the College's educational programs or activities will be provided to the Complainant, as permitted under state or federal law
Any sanctions issued that Jacksonville College is authorized to share under state or federal law
Procedures and grounds for appeal available to both the Complainant and Respondent
Whether remedies will be provided to the Complainant to ensure access to Jacksonville College's educational or employment programs or activities.

The Title IX Coordinator is responsible for the effective implementation of any remedies, as applicable.

The Notice of Outcome will also specify when the results are considered final by Jacksonville College, note any changes to the outcome or sanctions that occur before finalization, and outline the relevant procedures and bases for appeal. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the outcome of the appeal (if filed), or, if no appeal is filed, on the date when the appeal period expires.

Sanctions

Factors considered when determining a sanction or responsive action may include, but are not limited to:

- The nature, severity, and circumstances surrounding the violations
- The Respondent's disciplinary history
- The need for sanctions or responsive actions to end the discrimination, harassment, and/or retaliation
- The need for sanctions or responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties involved
- Any other information deemed relevant by the Decisionmaker(s)

Sanctions will be implemented as soon as feasible, either upon the conclusion of any appeal or once the window for appealing has expired without an appeal being requested.

The sanctions described in this policy are not exclusive and may be in addition to other actions taken or sanctions imposed by external authorities.

If it is later established that a party or witness intentionally provided false or misleading information, this could prompt the reopening of a grievance process at any time, along with possible referral to another resolution process.

Student Sanctions

Jacksonville College's policies regarding transcript notation will apply to these proceedings. A student suspended or expelled for a violation of this policy will have "Ineligible to Reenroll" noted on their academic transcript. Upon request, the College may remove this notation if (1) the student is eligible to reenroll, or (2) the College determines that good cause exists for removal. Such requests should be directed in writing to the Title IX Coordinator. The removal of

the notation does not require any modification of the student's disciplinary records at the College.

Common sanctions that may be imposed upon students, either singly or in combination, include:

Warning: A formal statement that the conduct was unacceptable, accompanied by a warning that further violations of any Jacksonville College policy, procedure, or directive may result in more severe sanctions. This warning will appear on the individual's disciplinary record.

Required Counseling: A mandate for the student to engage in either Jacksonville College-sponsored or external counseling to better understand the misconduct and its effects.

Probation: A written reprimand for violation of institutional policy, indicating that more severe disciplinary sanctions may follow if the student is found in violation of any institutional policy within a specified time frame. The terms of probation will be outlined and may include denial of specific social privileges, exclusion from cocurricular activities, restrictions on designated areas of campus, nocontact orders, and/or other appropriate measures.

Restitution: A requirement to reimburse or compensate another individual and/or the College for damage or loss of property resulting from the student's misconduct. For instance, common assessments or group billing may be applied to students in a residence hall for damages occurring in shared common areas, with determinations made by the College's residence life administrators.

Residential or Other Facilities Restrictions or Removal: Restriction or removal from residence halls or other designated campus facilities as noted in the written notification.

Suspension: Termination of student status for a definite period, not to exceed two years, or until specific criteria are met. Students returning from suspension will automatically be placed on probation for the remainder of their time at Jacksonville College. Notation under Jacksonville College's transcript policy may be applicable.

Suspension with Conditions: Termination of student status for at least the duration specified, with the suspension continuing until required conditions set by the panel applying this penalty have been fulfilled. These conditions may include, but are not limited to, restitution of damages and a formal apology.

Expulsion: Permanent termination of student status and revocation of rights to be on campus or attend Jacksonville College-sponsored events.

Withholding of Degree: In cases involving students in their final semester, the College may withhold the student's degree for a specified period. This action may be taken instead of suspension at the end of their final year of study, once all other degree requirements are met. Degrees may also be withheld indefinitely under similar circumstances.

Withholding Diploma: Jacksonville College may withhold a student's diploma for a specified period or deny participation in commencement activities if the student is found responsible for policy violations.

Revocation of Degree: The College reserves the right to revoke a previously awarded degree for fraud, misrepresentation, or other violations of College policies that occurred in obtaining the degree, or for serious violations committed by a student prior to graduation.

Other Actions: Jacksonville College may assign additional sanctions as deemed appropriate, which may include:

Community Service: Community service, up to ten hours per week, may be added to disciplinary probation during the probationary period or following a warning.

Restriction of Access to Space, Resources, and Activities: Restrictions may be placed on access to certain spaces, resources, or activities to minimize contact between parties.

Educational Programs: A student may be required to participate in educational programs as an extension of any previously assigned sanctions.

No Contact Directives: These may be implemented as an administrative measure (though not necessarily a sanction) when deemed necessary for the safety and wellbeing of affected individuals or the College.

The presence of these examples does not limit the College's ability to issue interim or administrative measures, such as restricting access to space and resources or imposing no contact directives, at its discretion, even in cases where no policy violation has been investigated or charged or where no policy violation has been found.

Postdetermination remedies may include the same supportive measures and can also be disciplinary or punitive, without necessitating avoidance of burdening the respondent.

Student Organization Sanctions

Sanctions applicable to student organizations, either singly or in combination, may include:

Warning: A formal statement indicating unacceptable conduct, with a warning that future violations of any Jacksonville College policy, procedure, or directive will result in more severe sanctions.

Probation: A written reprimand for violation of institutional policy, indicating that more severe sanctions may follow if the organization is found in violation within a specified period. Terms may include denial of specific social and event privileges, a denial of Jacksonville College funding, ineligibility for honors and awards, restrictions on new member recruitment, nocontact orders, and/or other appropriate measures.

Suspension: Termination of student organization recognition for a definite period, not to exceed two years, or until specific criteria are fulfilled. During the suspension period, the organization may not conduct any formal or informal business or participate in Jacksonville College-related activities, either on or offcampus. Rerecognition is possible but not guaranteed and will only be considered following the completion of the suspension period and provided all rerecognition criteria are met.

Expulsion: Permanent termination of student organization recognition, with revocation of the privilege to conduct business or congregate on campus.

Loss of Privileges: Limited access to specific Jacksonville College privileges for a defined period.

Other Actions: Jacksonville College may impose any other sanctions deemed appropriate in addition to or in place of those listed above.

Employee Sanctions/Responsive/Corrective Actions

Responsive actions for employees engaged in harassment, discrimination, and/or retaliation

may include:

- Verbal or Written Warning
- Performance Improvement Plan / Management Process
- Enhanced Supervision, Observation, or Review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase / Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Reassignment
- Delay of (or referral for delay of) Tenure Track Progress
- Assignment to New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources
- Suspension / Administrative Leave with Pay
- Suspension / Administrative Leave without Pay
- Termination
- Other Actions: Jacksonville College may impose any other responsive actions deemed appropriate in addition to or instead of the sanctions listed above.

Withdrawal or Resignation Before Complaint Resolution

Students (TX Educ. Code §51.287)

If a Respondent chooses not to participate in the Resolution Process, the process will continue to a reasonable resolution, absent their participation.

If a student Respondent permanently withdraws or graduates from Jacksonville College during the resolution process, the College will proceed until a Decisionmaker reaches a final determination regarding responsibility. The College will withhold the student's transcript until a final determination is made. The disciplinary process may be expedited to accommodate the Respondent and Complainant's interests in a timely resolution. Upon request from another postsecondary educational institution, Jacksonville College shall provide information regarding any determination that a student enrolled at the institution violated the College's code of conduct by committing sexual harassment, sexual assault, dating violence, or stalking. Regardless of whether the complaint is ultimately dismissed or fully resolved, Jacksonville College will continue to address and remedy any systemic issues or concerns contributing to the alleged violations, as well as any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Employees

If an employee Respondent resigns amid unresolved allegations, the Resolution Process typically concludes with dismissal, as Jacksonville College will have lost primary disciplinary jurisdiction. However, the College may continue the Resolution Process at the discretion of the Title IX Coordinator if it is deemed necessary to address safety concerns and/or remedy ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of the resolution outcome, Jacksonville College will take steps to address and remedy any systemic issues or concerns associated with the alleged violations, alongside any ongoing consequences of alleged harassment, discrimination, and/or retaliation.

An employee who resigns while allegations remain unresolved will be ineligible for academic admission or rehire with Jacksonville College, and this status will be documented by the Title IX

Coordinator.

Appeals

An appeal must be submitted in writing to the Title IX Coordinator for students and to the Human Resource Department, acting as the Title IX Coordinator, for faculty or staff members. Either party involved in a matter covered by this policy may file an appeal based on a determination regarding responsibility and/or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein from the Title IX Sexual Harassment process on the following grounds:

Procedural Irregularity: Evidence of a procedural irregularity that affected the outcome of the matter;

New Evidence: New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, which could affect the outcome of the matter; and

Conflict of Interest or Bias: A demonstrated conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) that affected the outcome of the matter.

Additionally, the College may offer grounds for appeal to both parties based on other relevant criteria.

For all appeals, the College must:

Notify the other party in writing when an appeal is filed and ensure that appeal procedures are consistent for both parties;

Assign decisionmakers for the appeal who are not the same individuals involved in the determination regarding responsibility or dismissal, nor the investigators or the Title IX Coordinator;

Ensure that decisionmakers comply with established standards;

Provide both parties with a reasonable, equal opportunity to submit written statements supporting or challenging the outcome;

Issue a written decision that describes the result of the appeal and the rationale for that result; and

Simultaneously provide the written decision to both parties.

Appeals must be filed no later than seven calendar days after the College transmits the decisionmaker's written determination or the Title IX Coordinator's dismissal decision. The Title IX Coordinator may extend this deadline if warranted by the circumstances.

The Title IX Coordinator or Human Resource Department will appoint the appellate panel, taking care to avoid conflicts of interest or bias against complainants or respondents. The panel will consist of three members, which may include Deans, Human Resources personnel, and/or Vice Presidents, as appropriate. The Title IX Coordinator will notify the parties of the panel's identity, and parties may object to the service of the panel within three calendar days by submitting a written statement. The Title IX Coordinator will address such objections and appoint an alternate panel if necessary.

Members of the appellate panel must not include those from the hearing sanctioning panel, investigators, the Title IX Coordinator, or individuals who decided to dismiss a formal complaint. Jacksonville College will inform the other party in writing once an appeal is filed and will implement appeal procedures in a fair manner for both parties. The other party will have five business days to submit a statement in support of the written determination and/or in opposition to the appeal. Any such statements will be shared with the appealing party and their advisor. The appellate panel will issue a written decision that outlines the results of the appeal and the reasoning behind them, with simultaneous notification to both parties. The appellate panel's decision will be the final step in the adjudication process, except as noted in the decision itself.

The appellate panel may either deny the appeal or, if one or more grounds for appeal are met, may:

return the case to the original decisionmaker(s) for reconsideration; or

appoint an alternate decision maker to review the case; or

change or modify the initial decision.

It is the responsibility of the appellate panel to determine if any aspects of the case merit further review and to provide direction to the Title IX Coordinator accordingly.

In the absence of extenuating circumstances, the appellate panel or Title IX Coordinator will notify both the complainant and respondent of the appeal decision simultaneously in writing within 20 business days following the appeal receipt deadline and will inform the Title IX Coordinator of any necessary further actions. This time frame may be extended based on circumstances, and both parties will be notified in writing if an extension is granted.

The appellate panel's decision on whether to grant or deny the appeal is final. Should the appeal be granted, the subsequent determination and/or sanction will also be final.

Documentation and Record Retention

Jacksonville College will maintain for a period of seven years records of:

Each sexual harassment investigation, inclusive of any determination regarding responsibility, audio or audiovisual recordings or transcripts of live hearings, disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant to restore or preserve equal access to educational programs or activities;

Documentation of any appeals and their results;

Records of any informal resolutions and their outcomes; and

All training materials used for Title IX Coordinators, investigators, decisionmakers, and facilitators of informal resolution processes. These training materials must be publicly available on the College's website or provided upon request if no website is maintained.

For each response required under §106.44, the Title IX Coordinator will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the College must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education program or activity. If a College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken. Findings of responsibility will also be included in a student's disciplinary record maintained by the Title IX Coordinator and/or an employee's personnel records.

Violations of Law

Actions that violate this policy may also contravene local laws, exposing respondents to criminal prosecution. Such conduct may also lead to civil liability. Students, employees, or individuals engaged in activities at locations outside of Texas are subjected to the applicable laws pertaining to sexual assault and other offenses outlined in this policy. When the College has jurisdiction over reported conduct constituting violations of this policy, the definitions and standards in this policy will guide College discipline, regardless of local legal definitions.

Prevention and Awareness Programs

The College is dedicated to preventing Prohibited Conduct through ongoing education and awareness initiatives. Incoming students and new employees receive primary prevention and awareness training, while returning students and current employees participate in ongoing related programs. These educational efforts are coordinated across various departments, including the Title IX Coordinator, Dean of Students, Human Resources, and other College

offices. (See TX Educ. Code §51.282.)

Annual Review

The Title IX Coordinator will maintain this policy and conduct an annual review to capture evolving legal requirements, assess support and resources available to parties, and evaluate the effectiveness of the resolution processes, including fairness, efficiency, and the sanctions and remedies imposed. The review may incorporate feedback from involved parties and an aggregated analysis of reports, resolutions, and campus climate.

Jacksonville College
Annual Fire Safety & Security Report
Award Year 2024 – 2025
Prepared for Compliance Distribution