



3427 North Main Avenue
Scranton, Pennsylvania 18508-1495
(570) 342-6404
www.johnson.edu

Continuing Education Student Handbook

(revised 8/25/2023)

***The information contained in this handbook is correct at the time of posting.
Changes in policy, requirements, and regulations may occur during the year.***



Table of Contents

General Information	4
Middle States Commission on Higher Education	4
Vision Statement	4
Johnson College's Institutional Goals	4
Johnson College's Shared Values	4
Non-Discrimination Policy	5
Policy for Policies	5
Attendance Policy	6
Academic Integrity.....	7
Termination	7
Withdrawal from the Program.....	7
Tuition Assistance Information.....	7
Student Services Information	8
Lost and Found.....	8
Campus Services	8
Career Services.....	8
Resource Center	8
Johnson College Community Code of Ethics	9
Off-Campus Activity	9
Tobacco Restricted Campus.....	9
Student Conduct Policies.....	10
Parking Regulations / Transportation.....	16
Drug-Free College and Workplace Statement	17
Health and Safety.....	20
Emergency Procedures.....	20
Safety and Security.....	22
Health Care on Campus.....	22
APPENDIX	23
Handbook Policy Acknowledgement Form	23

General Information

Middle States Commission on Higher Education

Johnson College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) <https://www.msche.org/>
Johnson College's accreditation status is Accreditation Granted.

MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

Mission Statement

Johnson College provides industry focused, hands-on learning in a supportive environment and prepares graduates to enter into and advance in their careers.

Vision Statement

To make the world our campus through industry partnerships and experiential learning by teaching the students of today the skills of tomorrow.

Johnson College's Institutional Goals

Goal I: Foster a culture of innovative instructional practices to enhance students' academic performance.

Goal II: Promote an inclusive environment to expand and support a diversified population.

Goal III: Integrate student support systems in a meaningful way to foster success.

Goal IV: Enhance industry and community relationships for the mutual benefit of students and the marketplace.

Goal V: Optimize resources to reflect our continued commitment to responsible growth

Johnson College's Shared Values

Forward-thinking: We strive to be the leaders of change. We anticipate hurdles, innovate, and make incremental improvements by embracing an innovative and proactive attitude.

Equity: We adopt an equity framework that proactively seeks to make Johnson College accessible, affordable, and inclusive for all people.

Student-centered: The best interest of our students is a central consideration in all we do.

Collaboration: We interact with dignity and respect for those with whom we work, inside and outside the College, to ensure productive and quality partnerships.

Advancement: We have the courage and curiosity to challenge the status quo, innovate and take calculated risks. We find new ways to move forward which translates into growth for our students, our campus, and our community.

The institutional goals and shared values of our organization are those on which we build the foundation, perform work, and conduct ourselves.

Non-Discrimination Policy

Johnson College does not discriminate with regard to race, color, creed, age, national or ethnic origin, religion, disability, sex, sexual orientation, gender, gender identity and expression, including a transgender identity, genetics, veteran status, or ancestry in the administration of its educational and admission policies, scholarship, loan, athletic and other school administered programs, or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, or any other legally protected category. For information regarding civil rights and grievance procedures, contact the Title IX Coordinator of Johnson College, 3427 North Main Avenue, Scranton, PA 18508; (570) 702-8944.

Policy for Policies

The College policies promote the College's mission, enhance operational efficiency and college governance, and communicate expectations relating to conduct, thereby reducing institutional risk. Johnson College expects faculty, staff, and students to be familiar with and adhere to all applicable policies. In order to promote accessibility to current policies, as well as consistency and clarity of content, this policy establishes a framework, common format, roles and responsibilities and process for adoption, review, revision and dissemination of all policies as defined in this policy.

Attendance Policy

Students are responsible for understanding and adhering to the following attendance policy:

- Students are required to be present for scheduled instruction whether in a face-to-face or in a virtual environment.
- **Medical Assistant, Welding, & CNC students must use the Sign-in Sheet provided by the instructor to sign in each class session with their signature and time of arrival.**

Note: Medical Assistant and Computer Security & Support Specialist students:

Full attendance and punctuality to every class session is required. Failure to do so can and will result in having a negative impact on the student's success. **Poor attendance and continued tardiness can and will impact the student's grades and threaten the successful completion of the program.**

Additionally:

Medical Assistant attendance policy is as follows:

Class meets:	3 times / week
Absences allowed:	10
Late in/Early out allowed:	15

Computer Security & Support Specialist attendance policy is as follows:

Class meets:	3 times/ week	2 times/ week	1 time / week
Absences allowed:	6	4	2

Students with extenuating circumstances should contact their instructor immediately to discuss their individual situation. Possible excused absences include but may not be limited to:

- military
- bereavement
- extended illness
- participation in school function
- jury duty

Class Cancellation

Except in unusual circumstances, instructors are expected to conduct all classes on the days and times assigned and to teach for the fully-allotted time. If the instructor does not arrive within the first 15 minutes of class time, then class is cancelled. Students should take attendance and notify the department of Continuing Education.

Weather / Emergency Cancellation

When classes are cancelled or there is a delayed start time because of inclement weather or other emergencies, information can be obtained from the Johnson College website (www.johnson.edu) or by calling the main office line at 570-342-6404 and following the prompts. It is also prudent to watch the local television channels.

Academic Integrity

The faculty of Johnson College has a high regard for the integrity of the educational process; therefore, the College wishes to recognize students not only for their skills and dedication, but also according to a code of ethical behavior.

Good ethics include such principles as the following:

1. Acting at all times with integrity
2. Accepting responsibility for one's work
3. Specifying contributing members of a group, where group work is authorized

Academic dishonesty in any form will not be tolerated. Dishonesty includes, but is not limited to, the following:

1. Cheating
2. Plagiarism
3. Submitting work which does not cite contributing members of the group when working in courses where group work is authorized
4. Submitting work which has not been created solely by the individual seeking credit when working in courses where neither references nor group work is authorized

Termination

Johnson College makes every effort to assist students in achieving their goals; however, the College reserves the right to dismiss students due to poor performance or violation of code of conduct. An inability to meet the minimum requirement will result in termination from the program.

In such cases, the Continuing Education department will notify students of their dismissal with a letter of termination. Terminated students will still be held responsible for all financial obligations.

Withdrawal from the Program

Students who wish to withdraw from their program at Johnson College must discuss withdrawal with the department of Continuing Education and/or provide written notice.

A student who stops attending class without officially withdrawing will receive the grade earned in that course if applicable.

Tuition Assistance Information

A few forms of financial assistance are available to students who qualify. Students are encouraged to contact the CareerLink in their county of residence to see if they qualify for training cost assistance. Another option would be application to a college lending institution such as Sallie Mae at www.salliemae.com In some programs, payment in full is required to be considered fully registered.

In others, and with approval from the Continuing Education department, a 50% deposit must be made to secure your spot in class, and then remaining payments must be made according to the terms explained during registration. In some cases, the full remaining balance will be required by the end of the first week of class.

Student Services Information

Vending machines are available for snacks and beverages around campus and the cafeteria is open during limited hours for students to purchase items.

Lost and Found

All lost and found items should be immediately reported or turned into the Student Success located in the Academic Resource Center in the Moffat Student Center.

A written report will be filed and a log of found items will be maintained, and those items will be placed in a secure area for storage.

Campus Services

Career Services

The Career Services department maintains constant communication with industry partners both locally, and throughout the region. This department offers students who complete their program the opportunity to receive constant communication announcing current job openings through email. If you would like to be included in the emails, please request it through the Continuing Education department.

Resource Center

The Johnson College Resource Center is located in the Moffat Student Center. The collection offers students the resources necessary to research trade and technical issues that pertain to particular fields of study. The Resource Center also offers the use of online computer services, wireless access, and for a small fee black and white/color printing. Areas for traditional, relaxed, and group study are available.

In addition, Johnson College partners with the Scranton Public Library, one of the six libraries making up the greater Lackawanna County Library System to provide students with access to databases and free on-line tutoring. For a full list of databases, please see the Resource Center website.

Types of Material Found in Resource Center

- Materials – Physical copies of books/textbooks are located in the Resource Center
- Periodicals -a small collection of trade specific magazines are available to read while in the Resource Center

- Computer Internet Accessibility – The Resource Center has a number of computers for student use that are equipped with Microsoft Office and internet access for student research.
- Online databases – The Library provides access to millions of articles in scholarly journals, trade publications, and popular magazines through the Library and Information Resources Network (LIRN).

Johnson College Community Code of Ethics

Johnson College, as a community dedicated to providing a quality education to its students, stresses the importance of living by an acceptable set of standards. We challenge our students to follow the College's "Code of Ethics" as outlined below.

Each student should:

1. Show respect for fellow students.
2. Show respect for all College personnel.
3. Become familiar with College regulations.
4. Abide by college regulations.
5. Accept the responsibility of enforcing College regulations.
6. Show respect for College property.
7. Show respect for fellow students' property.
8. Use College facilities constructively.
9. Display College pride by actions on campus and in the community.
10. Be conscious of personal appearance and maintain an acceptable appearance.
11. Strengthen the College's traditions and high reputation.
12. Cooperate with fellow students and staff in College activities.
13. Be punctual at all times.
14. Strive to develop talents and abilities to the fullest.
15. Do what is right even when it is unpopular.

Off-Campus Activity

The student conduct code is in effect on and off campus; therefore, students must display behavior that reflects favorably on them, the College, and the community. Johnson College has a cooperative working relationship with the Scranton Police Department and nearby law enforcement jurisdictions including the Pennsylvania State Police.

Tobacco Restricted Campus

Johnson College has adopted a Tobacco Restricted Campus policy. This restriction includes the use of electronic cigarettes, personal vaporizers, and other electronic nicotine delivery systems. All faculty, staff, students, guests and visitors are expected to adhere to the policy guidelines. The use of tobacco and the other items listed above will be confined to specific "Designated Tobacco Zones"

around campus. (Please note the Campus Map earlier in this document that indicates the Designated Tobacco Zones.)

The Zones include areas near the Vet Building, Diesel Building, Woolworth Building, Weaver Building and the Professional Center. Please keep in mind that there is NOT a Designated Tobacco Zone outside each building on campus. In particular, there is NOT a Designated Tobacco Zone outside of the Moffat Student Center.

Also keep in mind that any open area is considered a Tobacco Free Zone. For example, using a tobacco product is prohibited as you walk from your car to a building on campus.

This policy also includes the use of electronic cigarettes, personal vaporizers, and other electronic nicotine delivery systems.

Those found in violation of the Tobacco Restricted Campus policy may be subject to general Policy Violation sanctions on campus, which can include but are not limited to: a written warning, fine, suspension from campus activities or events.

If you have any questions or concerns, please contact the Student Success offices at (570) 702-8953 or (570) 702-8912.

Student Conduct Policies

Any student found to have committed the following misconduct is subject to the disciplinary sanctions.

A. Conduct That Impacts the Common Good of the Community

Johnson College strives to create an atmosphere that supports the mission of the College. Students should be able to live and learn in an environment that is orderly, peaceful, and free of disturbances that impede an individual's growth and development. Respect for the rights of others and for the College and its property are essential expectations for each Johnson College student. The following restrictions are seen as necessary for fostering a positive community. Their violation will result in disciplinary action.

1. **Unauthorized Entry.** Unauthorized entry to or use of a College or private room, building, structure, vehicle, or facility.
2. **Disorderly Conduct.** Conduct that is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.
3. **Dangerous Objects.** The use, possession or carrying of explosives, fireworks, bows and arrows, slingshots, knives or other dangerous weapons while on College-owned or controlled property or at College-sponsored or supervised activities is prohibited.
4. **Firearms.** Johnson College policy prohibits the use, possession, or carrying of firearms while on College-owned or controlled property, or at College sponsored or supervised activities. Likewise, keeping a firearm in any locker or storage area of any building is prohibited. Firearms shall not be kept in any vehicle on Johnson College property.

Violators of this policy will face disciplinary action via the College's discipline system. In certain circumstances, such possession may subject the student to criminal prosecution under Commonwealth of Pennsylvania or federal statutes. Any weapon found in violation may be seized and will be returned to students under proper court order.

5. **Safety Regulations.** Including but not limited to:
 - a. Falsely reporting a bomb, fire, or any other emergency by means of activating a fire alarm or by any other means.
 - b. Unauthorized possession, use, or alteration of any College-owned emergency or safety equipment.
 - c. Failure to evacuate a building or other structure during an emergency, or during emergency drills.
 - d. Actions that create a substantial risk such that the safety of an individual is compromised.
6. **Arson.** Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
7. **Disruption.** Including but not limited to:
 - a. Disruption or obstruction of teaching, research, administration, or other College activities, including its public- service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
 - b. Leading or inciting others to disrupt scheduled and/or normal activities associated with the operations of the College; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 - c. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
8. **Failure to Abide by Federal, State, and/or Local Laws.** Violation of federal, state, and/or local laws.
9. **College Policies.** Violation of published College policies, rules, and regulations. NOTE: For example, tobacco restricted campus regulations.

B. Conduct Associated With Personal Responsibility and Integrity

The Johnson College community strongly promotes a personal values system that focuses on each person taking responsibility for their own actions, and on maintaining dignity and truth. The following restrictions outline the parameters within which each individual shall be held responsible. Their violation will result in disciplinary action.

1. **Acts of Dishonesty.** Including but not limited to:
 - a. Providing false information to any College official, faculty member or office.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - c. Aiding, abetting, or procuring another person to violate a College policy.

2. **Failure to Comply.** Failure to comply with reasonable and lawful requests or directives of College officials or law enforcement officers acting in performance of their duties and/or interference with faculty, staff, or student staff acting in the performance of their official duties.
3. **Damage to Property.** Any action that causes damage or which would tend to cause damage to the property of the College or property of a member of the College community or other personal or public property.
4. **Theft.** Including but not limited to:
 - a. Attempted or actual theft of College property or services or property belonging to any member of the College community.
 - b. The unauthorized possession of stolen property, College property, or property belonging to any member of the College community.
 - c. Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.
 - d. Obtaining or attempting to obtain telephone service by any devious means, including but not limited to: unauthorized charging of another person for service, utilizing fraudulent mechanical means to gain service, and/or tampering with connections, facilities, or documents.
5. **Alcohol Policy.** The College is concerned with the use and abuse of alcohol, as it is with other drugs. The alcohol policy states that the consumption of alcohol in conjunction with the violation of any College policy can result in a more severe disciplinary sanction.
 - a. Students may not use, possess, distribute, sell or be knowingly in the presence of alcoholic beverages on the College campus.
 - b. Behavior by an intoxicated person such that he or she becomes a public nuisance is prohibited.
6. **Drug Policy.** Students may not use, possess, distribute or be knowingly in the presence of narcotics or other controlled substances except as expressly permitted by law.

NOTE: GOOD SAMARITAN/MEDICAL AMNESTY POLICY- Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services. Student welfare is a primary concern. Everyone is responsible for creating a healthy community that cares for one another. One demonstration of caring involves seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or drug intoxication. To seek medical assistance, please call 911.

Students who seek medical assistance for themselves (Medical Amnesty) or another person (Good Samaritan) due to intoxication of alcohol and/or drugs will not normally be subject to the discipline process, except when it has been determined that another violation of College policy has occurred.

7. **Drug Paraphernalia.** Any items that can be utilized for or are designed for the use of drugs (e.g., bowls, bongs, hookahs, vape pens, etc.) are not allowed on campus property.

8. **Electronic Use Policy.** Misuse or abuse of the college computer system, wireless network and internet, voice mail or telephone services as defined by the college. This includes but is not limited to:
 - a. Unauthorized use or abuse of your computer account, including failure to safeguard UserIDs and passwords.
 - b. Sending abusive or threatening messages to students, faculty, or staff.
 - c. Repeatedly sending messages with no appropriate intent.
 - d. Accessing a student or staff account without authorization.
 - e. Using a College office account to send messages without authorization.
 - f. Failure to comply with College technology policies.
 - g. Illegal use including but not limited to illegal downloading, uploading, or use of file sharing programs with regard to copyrighted materials.
9. **Surreptitious Electronic Use.** Any unauthorized use of electronic or other devices to surreptitiously make an audio, video, photographic, or digital record of any person while on College premises without their prior knowledge or without their effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in the locker room or restroom.
10. **Alcohol Paraphernalia.**
 - a. The possession of any implement or equipment that can be used for the rapid consumption of alcoholic beverages is prohibited (e.g. funnels, beer pong tables, etc.)
 - b. Displays or collections of containers used to contain alcohol (e.g. bottles, cans, boxes, etc.) are not permitted, even if empty.

C. Conduct That Violates the Health and/or Safety of an Individual

Respect for the rights of personal safety and individual liberties are fundamental expectations of any academic community. The following restrictions are designed to protect the health and/or safety of the individual.

1. **Harassment.** Includes such acts as, but is not limited to:
 - a. Attempting or threatening to subject another person to unwanted physical contact.
 - b. Stalking any person by any means including by physical, electronic, written or telephonic means.
 - c. Persistent, pervasive, or severe bullying behaviors such as theft or destruction of personal property, public humiliation, intimidating or threatening behaviors.
 - d. Directing obscene language or gestures at another person or group of people in a threatening manner.
2. **Hazing.** Any activity that humiliates, degrades, abuses or which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at Johnson College. Hazing can occur regardless of the person's willingness to participate.

NOTE: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.

3. **Physical Assault.** Including but not limited to:
 - a. Inflicting bodily harm upon any person.
 - b. Taking any action for the purpose of inflicting harm upon any person.
 - c. Threatened use of force upon any person.
 - d. Subjecting another person to unwanted physical contact.
4. **Reckless Endangerment.** Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
 - a. Objects or people on window ledges.
 - b. Use of weapons of any kind for any purpose.
 - c. Throwing objects, e.g., snowballs.
 - d. Use of fireworks.
 - e. Jeopardizing the physical or emotional safety of oneself or another.
5. **Rape.** The act of sexual intercourse without affirmative consent (see definition below) or with someone who is incapable of affirmative consent.
6. **Sexual Assault.** Including but not limited to:
 - a. Any intentional and uninvited sexually explicit touching, or attempt or threat of such touching.
 - b. Any engagement in sexual activity with another person without their affirmative consent.
 - c. Sexual Violence including sexual battery and/or sexual coercion.

NOTE: Definition of Affirmative Consent- Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.
- When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When

determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

7. **Sexual Harassment.** Sexual harassment in the educational setting is a form of discrimination on the basis of sex which includes unwelcome sexual advances, requests for sexual favors, or verbal, non-verbal, or physical conduct of a sexual nature which denies or limits a student's ability to participate in or to receive benefits, services and opportunities in the College's programs. Conduct of a sexual nature (verbal, non-verbal, or physical), which creates an intimidating, hostile, or offensive environment is prohibited.
8. **Bias-Related Harassment.** Harassment based on race, color, age, religion, or national origin, disability, sexual orientation, gender identity or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's race, color, gender identity or national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities. Such bias-related acts may subject the offender(s) to more serious levels of sanctioning.
9. **Dating Violence.** Dating violence is any act of 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 victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.
10. **Domestic Violence.** Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

NOTE: Students' Bill of Rights

Johnson College is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College -wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus or off campus.

All students have the right to:

- Make a report to local law enforcement or state police;
- Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;

- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressures from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
- Be free from retaliation by the institution, the accused, and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination which shall be considered by a panel, not a single person.
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College;
- Options in Brief- Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
 - Receive resources, such as counseling and medical attention;
 - Confidentially or anonymously disclose a crime or violation;
 - Make a report to any employee and/or local law enforcement.

Parking Regulations / Transportation

Public Transportation:

The County of Lackawanna Transit Systems (COLTS) bus transportation system buses stop at the main entrance to the campus. Johnson College students may ride the COLTS bus system for no charge. Approved passes can be acquired in the Resource Center located in the Moffat Student Center. Schedules can be acquired in the local telephone directory, by calling COLTS for updates to their schedule, or online at www.coltsbus.com

Parking on Campus:

A parking pass will be emailed to you upon enrollment. This should be printed and placed on the dashboard of your vehicle for the duration of your program. If you need it printed for you, please request it from the Continuing Education department.

There is an on-campus team responsible for enforcing campus parking regulations and any fines given for violation of the parking policies.

The Johnson College Parking Regulations and information on Parking Fines is described below. Students are urged to read and observe all parking regulations.

Parking Regulations:

All students must observe the following regulations:

1. All student vehicles must be parked in the areas provided for general / student parking.
2. Students are not permitted to park:
 - in a handicap designated parking spot unless the student displays appropriate handicap parking credentials on their car and has a legitimate need for such a parking spot.
 - in any designated red Staff/Faculty and visitor parking area.
 - in any parking spot that is identified by a "Reserved" sign.
 - in any area designated as a "No Parking" zone.
 - on any non-paved area that was not intended to be a parking area.
3. All parking will be available on a first come, first served basis.
4. All students should lock their vehicle and take appropriate precautions to protect their personal belongings. Johnson College accepts no responsibility for damage to or theft from any vehicle parked on its campus.
5. Johnson College reserves the right to inspect any vehicle driven on or parked on its campus at any time and for any reason. Refusal to comply with this requirement will immediately revoke campus parking privileges.

Parking Fines:

If a student is parked in an area not designated for student parking or the student's car does not properly display a parking permit, the student's car will be issued a ticket. The cost of the ticket will be determined by the type of violation. Monetary fines for parking violations are \$50 minimum and range upward. Handicap parking violations will be assessed at \$50.

1. If the student is found to be parked illegally for a second time (repeat violation), the student will receive a Repeat Offender ticket at DOUBLE the amount of the violation fine.
2. If a student is parked illegally for a third time (repeat offender), the student will receive a Repeat Offender ticket at TRIPLE the violation fine and we will adhere a VIOLATION STICKER on their driver's side window.
3. If there is a fourth violation, the student will receive appropriate sanctions. Sanctions may include, but are not limited to revoking parking privileges, inability to register for classes or inability to obtain transcripts and grades.

Any appeals must be filed with the Student Success Office within 48 hours of the violation.

Drug-Free College and Workplace Statement

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, Johnson College is hereby declared a drug and alcohol free college and workplace.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to Johnson College, including grounds, parking areas, anywhere within the buildings, or while participating in College-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or Johnson College will take one or more of the following actions within thirty (30) days with respect to any student or employee who violates this policy by:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student or employee, up to and including expulsion from school or termination of employment.
- Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement or other appropriate agency.

In conformance with the law, Johnson College will make a good faith effort to maintain a drug- and alcohol-free college and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

In accordance with Pennsylvania law:

- The legal drinking age in Pennsylvania is 21; persons under the age of 21 may not consume, purchase or possess alcohol.
- It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.
- It is unlawful for persons under the age of 21 to misrepresent one's age for the purpose of purchasing alcoholic beverages.
- It is illegal to possess, consume, and or sell illicit drugs including marijuana, narcotics, hallucinogens, amphetamines and barbiturates.

Illegal drugs include but are not limited to the following non-prescription substances:

- Narcotics - opium, heroin, morphine and synthetic substitutes
- Depressants - chloral hydrate, barbiturates and methaqualone
- Stimulants - cocaine (and derivatives such as crack) and amphetamines
- Hallucinogens - LSD, mescaline, PCP, peyote, psilocybin and MDMA
- Cannabis - marijuana and hashish

Alcohol includes: Beer, wine, grain alcohol and liquor

The College reserves the right to inspect any vehicle driven or parked on campus at any time and for any reason. Refusal to comply will immediately revoke parking privileges on campus.

Persons convicted for violations of the Drug-Free Schools and Communities Act, law #101-226, may have legal sanctions imposed against them.

Johnson College is dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and irresponsible use of alcohol.

The College recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person's life: i.e., relationships, family, job, college, physical and emotional health.

Any student or employee who suspects they may be at risk or knows someone, who is, is invited to seek services, which can help.

The College maintains drug and alcohol education information and a list of counseling, treatment and support services, which can be obtained in the Counseling office, located in the Moffat Student Center.

Johnson College has also designated a contact person who is available to hear concerns regarding drug and alcohol use, offer referrals, advice and information on drug and alcohol education and services in the community. Issues discussed with the contact person will be kept confidential to the extent permitted by law. The contact person on campus is the Counselor/Manager of Disabilities, located in the Moffat Student Center.

Health and Safety

Emergency Procedures

Emergency Contact Information:

Members of the Campus Community should use the following numbers to call for assistance in the event of an emergency or any situation where there is concern about safety or security.

- **Lackawanna County Emergency Management Agency** (police, fire, or medical emergency)
Using Campus Phone: **9-1-1**; Using cellular or non-campus phone: **9-1-1**
- **Campus Emergency Contacts (M-F from 8:00am-4:30pm)**
Extension **8989** rings to Emergency Response Team
- **Maintenance Dept. (M-F)**
570-862-9060
- **Johnson College Security (Krayter Security Services)**
 - **M-F from 7pm – 11pm**
 - Contact evening guard **(570) 955-7921** or Dial 9-1-1 (Lackawanna County Emergency Management Agency).

How to Report Non-Emergency Crimes or Incidents:

All students, employees, and campus visitors should promptly report non-emergency criminal incidents or accidents to the Johnson College Emergency Response number (570) 702-8989 or Stephenie Vergnetti, Vice President of Human Resources, 570-702-8944. The Vice President of Human Resources is located in President's Hall. All crimes involving violence, major property loss, or any felony are reported by the Associate Director of Student Success to the Scranton Police Department.

Incidents may also be reported to:

- Faculty/Staff - Human Resources: (570) 702-8906
- Continuing Education: (570) 702-8979
- Facilities: (570) 702-8933

Fire:

In case of fire, it is of utmost importance that the area involved be evacuated as quickly and safely as possible. Building evacuation instructions, indicating the nearest exits, etc., are posted in each classroom and all exits are clearly marked. Faculty members will instruct students in their classes, at the beginning of each semester, in proper fire procedures and evacuation routes. All students are expected to be familiar with these procedures.

At no time should a fire alarm be presumed to be a false alarm or drill. For maximum safety, all persons should leave the building in the event of the sounding of a fire alarm.

No one should return to the building until campus Safety and Security personnel, faculty, and/or administrative staff gives an "all clear".

NOTE: Because of fire and safety codes, no two-wheel, gasoline powered vehicles (moped, motorcycle), may be brought into any building interior or parked under any building overhang.

Bicycles should be left securely affixed to bicycle racks and not brought into buildings where they could block exit ways or hallways.

Procedure:

- Evacuate the building at the nearest exit immediately.
- Take your personal belongings only if you can do so without jeopardizing safety.
- While exiting building, close doors behind you, notify occupants, and activate nearest fire alarm pull station.
- **Call 9-1-1** or Johnson College Security after you evacuate the building.

Medical Emergency:

- **Call • 9-1-1 first** and then Johnson College Security at 570-702-8989
- Provide your name, Johnson College building location, a description of the medical emergency and the number of people injured.
- Stay on the phone until emergency responders arrive or until relieved.

Severe Weather:

- Immediately seek shelter in the lowest level of this building.
- Put as many walls between you and the outdoors as possible.
- Stay away from outside windows.
- If outside, go inside the nearest building to Shelter-in-Place.

Gas Leak:

- Call 1-800-228-1110 and the Maintenance Department

Suspicious or Threatening Behavior:

- **Call 9-1-1** or a Johnson College Security contact from a safe location with information.
- Do not physically confront the person exhibiting suspicious or threatening behavior.
- Do not attempt to block a person's access to an exit.

Active Shooter or Threatening Situation/"Shelter-In-Place":

You may be notified to evacuate your location or establish a Shelter-in-Place. If that happens, use this information as a reference:

Lockdown/Shelter-in-Place:

- Lock and barricade doors, close blinds, block windows, turn off lights.
- Turn off radios, computer screens or anything that would indicate people are in your location
- Silence cell phones when not communicating with authorities.
- Stay calm, quiet and out of sight.
- Take cover behind sturdy fixtures (e.g. concrete walls, desks, filing cabinets).
- If outside, seek shelter behind wall, building, tree, etc.

What to Report:

- Your specific location: building name, floor and room number or classroom name.
- Estimated number of people at your specific location.
- Any injuries-number of injured, types of injuries

- Description of threatening individual(s). (number, physical features, clothing, any known weapons).

Un-Securing an Area:

- **Do not leave your area until authorized by emergency personnel.**
- If you are unsure about your safety beyond the room, keep your area secured.
- Remember a shooter will not stop until they are engaged by an outside force.
- A rescue attempt should only be tried if it can be accomplished without further endangering those in a secured area.

Safety and Security

The cooperation of every person on campus, whether staff, student or visitor, in assisting with safety and security on-campus in the following ways, is greatly appreciated:

- * LOCK ALL VEHICLES AND OFFICE DOORS
- * KEEP PERSONAL VALUABLES UNDER CLOSE SUPERVISION
- * REPORT ALL SUSPICIOUS PERSONS OR INCIDENTS IMMEDIATELY
- * REPORT ALL ACCIDENTS AND MEDICAL EMERGENCIES IMMEDIATELY
- * COMPLY WITH PARKING AND TRAFFIC REGULATIONS

All students, staff, and faculty are asked to cooperate in following the direction of the Maintenance and Security personnel as well as observing campus parking rules and regulations. Security and safety awareness and responsibility for personal and College property will greatly aid those responsible for maintaining a safe and crime-free environment. All lost or stolen property, vandalism or other security-related issues should be reported immediately to the Continuing Education department.

NOTE: The College does not assume liability for loss due to theft of personal property.

Health Care on Campus

In order to assist students and College personnel in health/emergency situations on campus, first aid supply boxes are available in several locations in each building. Laboratories and workshops are equipped with first aid supplies.

APPENDIX



Handbook Policy Acknowledgement Form

PLEASE COMPLETE AND RETURN TO:

Continuing Education Department
3427 North Main Avenue
Scranton, PA 18508

Some offices have the ability to contact you or for you to contact them through a text message. The purpose of this communication is to allow for efficient and effective communication between students and offices.

PLEASE PRINT NEATLY

Student's Full Name Printed: _____

Student's Signature: _____

Student's Cell Phone #: _____

Date: _____

Johnson College Representative:

Printed Name: _____

Signature: _____

Date: _____